



Secaucus High School
Student Handbook & Code of Conduct
2018-2019

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Section I - District Information

Mission Statement

The mission of Secaucus High School is that all students demonstrate skills and knowledge that will empower them to be productive, responsible, and self-directed individuals who strive for excellence and will be prepared for the needs and realities of a changing society.

Affirmative Action

The District Affirmative Action Officer is a member of the professional staff who has responsibility to coordinate and implement the district's efforts to comply with the regulations of N.J.A.C. 6A:7 and to promote a working and learning environment free of discrimination on the basis of race, color, national origin, religion, gender, sexual orientation, age or disability. This person also serves as the district's Title IX Coordinator.

District Affirmative Action Officer

Ms. Carrieann Devito

cdevito@sboe.org

High School Affirmative Action Officer

Christina Wiswesser

cwiswesser@sboe.org

Middle School Affirmative Action Officer

TBD

Section II - Contact Information, School Calendar, & Daily Schedule

Superintendent of Schools..... Ms. Jennifer
Montesano
Business Administrator.....Ms. Grace
Yeo
Director of Curriculum and Instruction..... Dr. Daniela
Riser
Director of Special Services/Harassment, Intimidation, and Bullying Administrator.....Ms. Carrieann
Devito

Secaucus High School Administration

Principal.....Mr. Steven
Viggiani
Assistant Principal..... Mrs. Amanda
Wargocki
Supervisor of STEM.....Mrs. Amanda
Trombetta
Supervisor of Humanities.....Mrs. Allison
Cunniff
Supervisor of Guidance.....Mrs. Christina
Wiswesser
Supervisor of Educational Technology.....Dr. Jerome
Kaiser
Athletic Director/Supervisor of Health and Physical Education.....Mr. Charlie
Voorhees

Contact Information

Website: <https://shs.sboe.org/>

Phone: 201-974-2033| **Fax:** 201-974-0026

Main Office

Vickie Nappo..... Ext.
2854

Michelle Eckert.....Ext.
2853

Athletic Department

Carol Ann Scheiner, Secretary..... Ext.
2859

Guidance Department

Christina Wiswesser, Guidance Supervisor Ext.
2039

Barbara Totaro, Secretary..... Ext.
2860

Helen Bacigalupo, School Counselor..... Ext.
2037

Cate Suzano, School Counselor..... Ext.
2038

Tara Taveras, School Counselor..... Ext.
2079

Child Study Team

Doreen Spiegel..... Ext.
2043

Nancy Jaber-Bajes..... Ext.
2071

Jon Mimmo..... Ext.
2464

Dr. Kristy Hanley..... Ext.
2075

Student Assistant Coordinator

Jill Pries..... Ext.
2623

School Nurse

Nicole Rocco, Nurse..... Ext.
1009

Faculty Email Directory

Business/Family & Consumer Science

Ms. Alexis Chisari..... achisari@sboe.org

Mr. Richard Eisenberg.....reisenberg@sboe.org

Mathematics

Ms. Allison Alvarez.....aalvarez@sboe.org

Ms. Victoria Bennett.....vbennett@sboe.org

Mrs. Jeanne Keeler.....jkeeler@sboe.org
Mrs. Sharon Vitiello..... svitiello@sboe.org
Mr. Matthew Whitford.....mwhitford@sboe.org

Language Arts Department

Mrs. Maria Brislin.....mbrislin@sboe.org
Mr. Sean Buckley.....sbuckley@sboe.org
Mr. Neal Czechowski.....nczechowski@sboe.org
Mrs. Janine D'Aurizio.....jdaurizio@sboe.org
Ms. Julia Dombrowski.....jdombrowski@sboe.org
Mrs. Debra Gerbasio.....dgerbasio@sboe.org
Mr. Mike Kelly.....mkelly@sboe.org
Mr. Thiago Leite.....tleite@sboe.org
Mrs. Racanati.....aracanati@sboe.org

English Second Language

Mrs. Christina Namendorf.....cnamendorf@sboe.org

Fine Arts

Mr. Doug DePice.....ddepice@sboe.org
Mrs. Camille Petruzzelli.....cpetruzzelli@sboe.org
Mrs.Carolynn Diorio.....cdiorio@sboe.org

Special Services Teachers

Mrs. Fury Baker.....fbaker@sboe.org
Ms. Lori Garofalo.....lgarofalo@sboe.org
Ms. Stacey Lee.....slee@sboe.org
Mrs. Roseann Spiekermann.....rspiekermann@sboe.org

Science

Mr. Brian Carson.....bcarson@sboe.org
Dr. John Ennis.....jennis@sboe.org
Mrs. Denise Edmunds.....dedmunds@sboe.org
Mrs. Debra Kalapodakis.....dkalapodakis@sboe.org

Mr. Dylan Caruso.....dcaruso@sboe.org
Mr. Anthony Cassese.....acassese@sboe.org
Mr. Aomar Elassa.....aelassa@sboe.org

Mrs. Mihriban Gulistan.....mgulistan@sboe.org
Mrs. Janet Regensburg.....jregensburg@sboe.org
Mr. Michael Vitulano.....mvitulano@sboe.org
Mrs. Pavlina Zavorotnyaya.....pzavorotnyaya@sboe.org

Physical Education

Mr. James Barnaba.....jbarnaba@sboe.org
Ms. Amber Butler.....abutler@sboe.org
Ms. Nancy Lynch.....nlynch@sboe.org
Mr. William Kvalheim.....wkvalheim@sboe.org
Mr. Dave Segro.....dsegro@sboe.org

Music

Mr. Robert Fournier.....rfournier@sboe.org

Chorus

Mr. Ilias Siafakas.....isiafakas@sboe.org

World Language

Mrs. Martha Rodriguez.....martharodriguez@sboe.org
Ms. Sara Conforti.....sconforti@sboe.org
Mrs. Michele DeGennaro.....mdegennaro@sboe.org
Ms. Liz Paredes.....lparedes@sboe.org

Social Studies

Mr. Mike Gehm.....mgehm@sboe.org
Ms. Sharon Kim.....skim@sboe.org
Mr. Evan Pope.....epope@sboe.org
Mrs. Diane Quail.....dquail@sboe.org

Mr. Peter Newman.....pnewman@sboe.org Mr. Keith Schneider.....kschneider@sboe.org
Mr. Raphael Pastor.....rpastor@sboe.org Mrs. Allison Urbanovich.....aurbanovich@sboe.org
Mrs. Danielle Roberto.....droberto@sboe.org

SECAUCUS PUBLIC SCHOOL DISTRICT SCHOOL CALENDAR 2018-2019

September							17	February							17						
Su	Mo	Tu	We	Th	Fr	Sa	<i>IN-SERVICE DAY (No School)</i>							Su	Mo	Tu	We	Th	Fr	Sa	
						1	<i>Sept. -- 5th (Schools Closed)</i>													1	2
2	3	4	5	6	7	8	<i>Jan. -- 21st (Schools Closed)</i>														
							<i>IN SERVICE DAYS</i>							3	4	5	6	7	8	9	
9	10	11	12	13	14	15	<i>(One Session Day Students Only)</i>							10	11	12	13	14	15	16	
16	17	18	19	20	21	22	<i>Sept -- 6th (One Session Day)</i>							17	18	19	20	21	22	23	
23	24	25	26	27	28	29	<i>IN SERVICE DAYS</i>							24	25	26	27	28			
30							<i>(One Session Day No Students)</i>														
							<i>May 24th-One Session</i>														
							<i>Teachers Only- No Students</i>														
October							23	March							21						
Su	Mo	Tu	We	Th	Fr	Sa	<i>ONE SESSION DAYS</i>							Su	Mo	Tu	We	Th	Fr	Sa	
	1	2	3	4	5	6	<i>September 7th -- One-Session Day</i>													1	2
7	8	9	10	11	12	13	<i>Nov. 21st -- One-Session Day</i>							3	4	5	6	7	8	9	
14	15	16	17	18	19	20	<i>June 21st -- One Session Day</i>							10	11	12	13	14	15	16	
21	22	23	24	25	26	27	<i>June 24th -- One Session Day</i>							17	18	19	20	21	22	23	
28	29	30	31				<i>June 25th -- One Session Day</i>							24	25	26	27	28	29	30	
							<i>Schools Closed</i>							31							
							<i>Nov 5th -- Veteran's day</i>														
							<i>Nov 6th -- Election day</i>														
							<i>Nov 7th -- Columbus Day</i>														
							<i>Nov 8th -- Teachers Convention</i>							7	8	9	10	11	12	13	
4	5	6	7	8	9	10	<i>Nov 9th -- Teachers Convention</i>							14	15	16	17	18	19	20	
11	12	13	14	15	16	17	<i>Nov 22nd -- Thanksgiving Recess</i>							21	22	23	24	25	26	27	
18	19	20	21	22	23	24	<i>Nov 23rd -- Thanksgiving Recess</i>							28	29	30					
25	26	27	28	29	30		<i>Dec - 24 -- Jan 1st - Winter Holiday</i>														
							<i>Feb 15th -- Lincoln's Birthday</i>														
							<i>Feb 18th -- Washington's Birthday</i>														
							<i>Feb 19th -- Martin Luther King Day</i>														
November							15	April							16						
Su	Mo	Tu	We	Th	Fr	Sa	<i>April 19th -- Good Friday</i>							Su	Mo	Tu	We	Th	Fr	Sa	
				1	2	3	<i>April 22nd - April 26th -- Spring Recess</i>										1	2	3	4	
4	5	6	7	8	9	10	<i>May 27th -- Memorial Day</i>							5	6	7	8	9	10	11	
11	12	13	14	15	16	17							12	13	14	15	16	17	18		
18	19	20	21	22	23	24							19	20	21	22	23	24	25		
25	26	27	28	29	30								26	27	28	29	30	31			
							December							21							
Su	Mo	Tu	We	Th	Fr	Sa	January							June							17
						1	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
2	3	4	5	6	7	8	2	3	4	5	6	7	8	2	3	4	5	6	7	8	
9	10	11	12	13	14	15	9	10	11	12	13	14	15	9	10	11	12	13	14	15	
16	17	18	19	20	21	22	16	17	18	19	20	21	22	16	17	18	19	20	21	22	
23	24	25	26	27	28	29	23	24	25	26	27	28	29	23	24	25	26	27	28	29	
30	31						30							30							
<i>One-Session DAY</i>							<i>SCHOOLS CLOSED</i>							<i>Students must attend 180 days of school</i>							
<i>In Service Days</i>							<i>Teachers Only - No Students</i>							<i>Teachers Only - One Session Day NO STUDENTS</i>							
<i>Teachers Only - One Session Day NO STUDENTS</i>							<i>One Session for Students</i>							TOTAL NUMBER OF DAYS 183--from September 6, 2018 through June 25, 2019							
<i>One Session for Students</i>							183							183							

Students must attend 180 days of school

TOTAL NUMBER OF DAYS 183--from September 6, 2018 through June 25, 2019

The last day of school is June 25th if additional inclement weather days are needed the calendar will be adjusted accordingly.

Academic Quarters

Academic Quarters 2018-2019

Quarter 1	Begins	9/6/18
	Ends	11/14/18
	Report Cards Available	11/21/18
Quarter 2	Begins	11/15/18
	Ends	1/30/19
	Report Cards Available	2/6/19
Quarter 3	Begins	1/31/19
	Ends	4/8/19
	Report Cards Available	4/12/19
Quarter 4	Begins	4/9/19
	Ends	6/25/19
	Report Cards Available	6/30/19

Rotational Calendar / Full Day Schedule / Half Day Schedule / One Session Day

Full Day Rotating Schedule

<u>Time</u>	<u>Day 1</u>	<u>Day 2</u>	<u>Day 3</u>	<u>Day 4</u>
7:40-8:36	1	2	3	4
8:38-9:34	2	3	4	1
9:36-10:32	3	4	1	2
10:34-11:32	Lunch	Lunch	Lunch	Lunch
11:32-12:28	5	6	7	8
12:30-1:26	6	7	8	5
1:28-2:24	7	8	5	6

Half-Day Schedule

1	7:40-8:18
2	8:21-8:59
3	9:02-9:40
5	9:43-10:21
6	10:24-11:02
7	11:05-11:40

Delayed Opening Schedule

1	9:40-10:19
2	10:21-10:55
3	10:57-11:31
5	11:33-12:29
6	12:31-1:27
7	1:29-1:56
8	1:58-2:24

Section III - Cultural Activity Period

During the High School lunch block, students are encouraged to use a portion of that time for the cultural activity period. We encourage our students to become involved in extracurricular clubs and use this time to meet with teachers or peer tutors, when possible. Our hope is that students will expand their interests and continue to be motivated to seek extra help in order to support their development.

Section IV - Academic Information

SHS Grading System

Weighted Grades by Level						
Secaucus High School						
Grade	AP	Honors (1)	College Prep (2)	Concepts (3)	Resource (4)	MS Accelerated (1.5)
A+ (97-100)	5.3	4.8	4.3	4.3	4.3	4.6
A (93-96)	5.0	4.5	4.0	4.0	4.0	4.2
A- (90-92)	4.7	4.2	3.7	3.7	3.7	3.9
B+ (87-89)	4.3	3.8	3.3	3.3	3.3	3.6
B (83-86)	4.0	3.5	3.0	3.0	3.0	3.3
B- (80-82)	3.7	3.2	2.7	2.7	2.7	2.9
C+ (77-79)	3.4	2.9	2.4	2.4	2.4	2.6
C (73-76)	3.0	2.5	2.0	2.0	2.0	2.3
C- (70-72)	2.7	2.2	1.7	1.7	1.7	1.9
D (68-69)	2.4	1.9	1.4	1.4	1.4	1.6

Grade Point Average (GPA) & Calculating GPA

The Board of Education acknowledges the usefulness of a system of computing grade point averages and class ranking for secondary school graduates, both to inform pupils of their relative academic placement among their peers and to provide pupils, prospective employers, and institutions of higher learning with a predictive device so that each pupil is more likely to be placed in an environment conducive to success. The Board authorizes a system of class ranking, by grade point average, for pupils in grades 9 through 12 (Policy 5430).

Report Cards

All academic reporting, including mid-quarterly reports and report cards, will be communicated via the Realtime Parent Portal. Report Cards are issued at the end of each academic marking period. Mid Quarterly reports are issued at the mid-marking period point to students. Both of these grade reports are provided to

parents and students in order for corrective action to be taken, should it be necessary. Parents are encouraged to check students grades regularly via the Parent Portal (Policy 5420).

Class Rank

The Board authorizes a system of class ranking, by grade point average, for pupils in grades 9 through 12. Class rank will be calculated by the final grade in all subjects, except those subjects for which no credit is awarded, and will not include failing grades. Weighted credit will be calculated for grades earned in an honors course, a course of independent study, and all courses except Physical Education and Health. The class ranking of a pupil who has transferred to this district will include the grades earned in the regular program of the prior school. Grades earned in private summer school programs will not be included in the calculation of class rank.

Any two or more pupils whose computed grade point averages are identical will be given the same rank. The rank of the pupil who immediately follows a tied position will be determined by the total number of all preceding pupils not by the rank of the immediately preceding pupil. A pupil's grade point average and rank in class will be entered on the pupil's record (Policy 5430).

Valedictorian/Salutatorian

In each high school graduating class the student that has earned the highest grade point average shall be named valedictorian and the student who earned the next highest grade point average shall be named salutatorian. Grade point average will be determined in accordance with Policy 5430 and will, for the purpose of this recognition be calculated at the end of the first semester of one's senior year (Policy 5440).

Section V - School Counseling

School Counseling

The School Counseling Program at Secaucus Middle & High School provides guidance and counseling services to all students. Our counselors work comprehensively to address academic development, career development and social/emotional development. The school-counseling department delivers two modes of service through programs, curriculum and prevention and response/crisis intervention. The primary focus of the counseling program is to help students identify their strengths, needs, interests and abilities. Through this ongoing developmental process, students will effectively learn to define their personal goals and achieve greater self-awareness. The counselors act as liaisons and resources for students and parents so that each student has opportunities to identify personal options. These counseling opportunities include help with personal problems, academic concerns, post high school plans and career development. Helping students to reach their potential is the ultimate goal of the school counseling program (Policy 2441).

For more information about our School Counseling program, please refer to our *Program of Studies*

Section VI - Special Education

The Child Study Team

The Department of Special Services provides services for identified students ages three through twenty-one. Students with disabilities who are in need of special education and related services are identified and evaluated as per N.J.A.C. 6A:14. The Child Study Team is comprised of a school psychologist, learning disabilities consultant, school social worker, and/or speech pathologist. The Child Study Team works collaboratively with school personnel and parents to evaluate students in need and provide supports as deemed appropriate in the least restrictive environment. Please contact the Department of Special Services (Ms. Carrieann Devito) if you have further questions regarding referral and identification at 201.974.1068.

For more information about our Child Study Team, please refer to the *Program of Studies*.

Home Instruction

The Secaucus Public School District will provide instructional services to an enrolled student whether a general education student or special education student in kindergarten through grade 12 at the student's home or another suitable out-of-school setting such as a hospital or rehabilitation program when the student is confined due to a temporary or chronic health condition which precludes participation in their usual setting. The District will also provide instructional services to students without a temporary or chronic health condition who meet the following criteria:

- The student is mandated by state law and rule for placement in an alternative education program for violations of NJAC 6A: 16-5.5 and 5.6 but placement is not immediately available;
- The student is placed on short-term or long-term suspension from participation in the general education

program pursuant to NJAC 6A:16-7.2 and 7.3; or a court order requires that the student receive instructional services in the home or other out-of-school setting (Policies 2412 & 2481).

Intervention & Referral Services (I&RS)

All Secaucus schools provide services for identification and early intervention with students having academic, behavioral, or other problems which may interfere with a successful school experience. In some instances, parents/guardians may know of conditions at home which, while not currently affecting school performance, present a risk factor requiring assistance. Each school has a school resource committee which includes teachers, administrators, and counselors who review and plan strategies to assist students in "maximizing their potential." This committee accepts referrals from parents, guardians and teachers when students experience difficulty in school.

Section 504 of the Rehabilitation Act

In accordance with Section 504 of the Rehabilitation Act of 1973, students who meet eligibility requirements and are not receiving special educational services will be provided services through Section 504. Section 504 services are provided for students who have a physical or mental impairment that limits one or more major life activities. Parents, students, and teachers are advised to initiate this process through the building Principal (Policy 2417).

Physical Restraint

The Secaucus School District assures that physical restraint and seclusion techniques on students with disabilities are only used in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger in accordance with the provisions at N.J.S.A. 18A:46-13.4 et seq.

Section VII - School Rules, Policies, and Procedures

Student Discipline

The Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules (Policy 5600).

Cell Phones, Speakers, Headphones

Secaucus High School understands the importance of cellular/smartphones from an emergency and safety standpoint. The use of cellular phones for Secaucus High School will be permitted before school, after school, and during lunch.

Teachers retain the right to collect phones at the start of class to maintain an orderly learning environment. Refusal to hand this item to a teacher will result in either a central or Saturday detention and a mandatory meeting with the administrator. If a student is using a cell phone during an assessment (and not permitted to do so) the phone will be confiscated and a zero entered for a grade. On occasion, staff members may allow the use of electronic devices for educational purposes only.

Use of cell phone will be defined, but not limited to:

1. Talking
2. Reading or sending text messages
3. Checking voicemail, time, etc
4. Playing games
5. Talking, sending, or looking at pictures
6. Internet browsing
7. Taking and sending photos and videos
8. Use of social media programs

Students are not permitted to use large audio devices such as speakers. Students who use, wear, or carry these devices, which also include earbuds and headphones, in the corridors or classrooms will have the item confiscated. These items are also not permitted during class interchange or moving to and from lunch (Policy 5516).

Use of Electronic Devices and Recording Devices

The Board of Education believes students and/or school staff members should not be subject to having a video or audio recording taken of any student) or school staff member(s) for any purpose without the

consent of the student, the student's parent and/or the school staff member. In addition to protecting the privacy rights of students and school staff members, the Board recognizes such recordings can be disruptive to the educational program. In addition, inappropriate recordings of educational material, student assessment instruments, and/or student assessment reviews can be used to compromise the integrity of the district's educational program or lead to academic dishonesty in the event such recordings are stored and/or transmitted to other students. Therefore, the Board of Education adopts this policy regarding student use of electronic communication and recording devices.

"Electronic communication and recording device (ECRD)" includes any device with the capability to audio or video record or is capable of receiving or transmitting any type of communication between persons. An ECRD includes, but is not limited to, cameras, cellular and wireless telephones, pagers/beepers, laptop computers, electronic readers, personal digital assistants (PDAs), two-way radios, portable fax machines, video broadcasting devices, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video, or still images, text, or other information.

A student is not permitted to have turned on or use an ECRD 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 ECRD may only be used on school grounds in an emergency situation or before and 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. Any audio and/or video recording by a student using their personal ECRD with permission of a school staff member while participating in a curricular or school-sponsored activity where other students or staff members are present shall require the permission for such recording from any other student and their parents and/or staff members whose voice or image is to be recorded. This Policy is not intended to prohibit appropriate use of electronic devices for authorized or approved official curricular or school-sponsored co-curricular activities such as yearbook photographs, staff member/teacher-directed and approved activities, classroom presentations, athletic events, and drama production filming. A student authorized or approved to use an ECRD may not use an ECRD to access internet sites or view information or internet-based material that is inappropriate or would be blocked from student access by the school district's acceptable use of computers and networks policy. Nothing in this Policy is intended to prevent a student from using their personal ECRD and recording school-sponsored co-curricular activities as a non-participant when the activity is open to the general public (Policy 5516).

Elections: Criteria for Class Offices or S.G.O

Holding office in a club or organization is both an honor and a privilege. Students seeking to serve should do so with the intent of serving responsibly and maturely. Before becoming a candidate, a student must meet the following criteria:

1. The student must not have failed a class during the prior semester.
2. The student must have a successful attendance record reflective of the school's policy.
3. The student must have a record conduct free of disciplinary suspensions within that school year.
4. Students wishing to be candidates must submit a petition containing the signatures of four (4) faculty members and one (1) administrator. Candidates for freshman class offices may obtain the signatures of middle school teachers, the middle school guidance counselors, and/or the middle school principal.
5. Students who are disciplined under the guidelines established in the Student Code of Conduct may be barred from placing their names in nomination. School officials may convene a review

committee consisting of a school administrator, a supervisor, a guidance counselor, a teacher who does not have the student in class, and a student representative (when appropriate). The final determination will be made by the school administrators after a review of the circumstances and the recommendations of this committee.

It is the opinion of the school administration and the staff that meeting all of the above criteria is necessary to properly service the school and its students with the dedication and effort required of the office. A student seeking office during a time in which a student is experiencing academic difficulty may require administrative review to determine if it is in the best interests of the student to assume the responsibility of holding office (Policy 5820).

Dating Violence in School

The Board of Education believes a safe and civil environment in school is necessary for children to learn. A student who is a victim of dating violence suffers academically and the student's safety at school is jeopardized. Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school's pupil code of conduct.

All school staff members (administrative staff, instructional staff, support staff, and volunteers) shall take all reasonable measures to prevent acts or incidents of dating violence at school involving a pupil. All acts or incidents of dating violence at school shall be reported to the Principal or designee in accordance with the provisions outlined in Regulation 5519. A verbal report shall be made to the Principal or designee as soon as possible, but no later than the end of the pupil's school day when the staff member witnesses or learns of an act or incident of dating violence at school. A written report regarding the act or incident shall be submitted to the Principal or designee by the reporting staff member no later than one day after the act or incident occurred.

School staff members are required to report all acts or incidents of dating violence at school they witness or upon receiving reliable information concerning acts or incidents of dating violence at school. Acts or incidents may include, but are not limited to: those characterized by physical, emotional, verbal, or sexual abuse; digital or electronic acts or incidents of dating violence; and/or patterns of behavior which are threatening or controlling.

School administrators shall implement discipline and remedial procedures to address acts or incidents of dating violence at school consistent with the school's pupil code of conduct. The policies and procedures specific to acts or incidents of dating violence at school shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and alleged aggressor have been involved.

Consequences may include, but are not limited to: admonishment, temporary removal from the classroom, classroom or administrative detention, in-school suspension, out-of-school suspension, reports to law enforcement, and/or expulsion. Retaliation towards the victim of any act or incident of dating violence

shall be considered when administering consequences to the alleged aggressor based on the severity of the act or incident.

Remediation/intervention may include, but is not limited to: parent conferences, pupil counseling (all pupils involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive pupil interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

A pattern of behaviors may be an important sign a pupil is involved in an unhealthy or abusive dating relationship. The warning signs listed in Regulation 5519 shall educate the school community on the characteristics that a pupil in an unhealthy or abusive relationship may exhibit. Many of these warning signs make a connection to one pupil in the relationship asserting control and power over the other. Recognizing one or more signs of teen dating violence plays an important role in preventing, educating, and intervening in acts or incidents of dating violence.

The Board of Education shall make available to pupils and their families information on safe, appropriate school, family, peer, and community resources available to address dating violence (Policy 5519).

Uniform Policy & Student Identification Badges

The Secaucus School district takes seriously the responsibility to educate students and prepare them to meet their life goals. This cannot be done effectively when inappropriate clothing or hairstyles create a disruption to the educational process. Students will dress in a modest and appropriate manner. Specific standards are those of decency, cleanliness, safety, good grooming and non-interference with teaching and learning.

1. Hats, visors, hoodies, headbands or bandannas are not permitted unless approved for religious or medical reasons.
2. Skirt and short length should measure at least to the tip of the fingers.
 - a. Skirts are not permitted
 - b. Shorts worn under the skirt are not permitted
3. Jeans are not permitted.
4. Midriff must be covered and off the shoulder tops are not permitted.
5. Leggings are not permitted
6. Clothing must be worn in a manner that does not expose undergarments.
7. Winter outerwear should not be worn in class.
8. Sunglasses are not permitted unless prescribed for medical reasons.
9. Shoes must be securely fastened to the feet. Flip-flop and slide shoes are not permitted.

Students are to arrive to school wearing the appropriate clothing as defined in the dress code and this rule also applies to those students who have study hall, health, and physical education class first period.

School Uniform Tops

The code mandates that all tops must be purchased from the designated suppliers in red, white, or navy blue with the **SECAUCUS PATRIOTS** logo on the left chest embroidered in $\frac{3}{4}$ inch (white on red and blue tops and red on white tops) stitching. Any one or more of the following tops are approved for wear during the school day:

1. Short sleeved knit polo
2. Long-sleeved knit polo
3. Long sleeved fleece jacket with zipper front (**NO** hood)
4. Sweater (V neck, crew neck, or cardigan)

School polo shirts must be worn every day. Students may choose to wear v-neck sweaters, sweater vests, navy blue blazers, or fleece jackets over the shirt when weather dictates. All tops must have the Patriots logo embroidered on them as stated previously.

Pants or Slacks

The policy allows for families to purchase pants or slacks from a store of your choice. However, students must comply with the following:

1. That “docker style” pants be purchased in khaki or navy blue cotton or cotton/polyester. No cargo pants are permitted.
2. Pants may have a slight flare at the bottom to accommodate boots.
3. The front of the pant is plain or pleated.
4. Pants **ARE NOT TO BE** skin tight or overly loose at the waist or hips or down the legs.
5. The length of the pant is a standard length.
6. No large pockets, such as those found on cargo pants, exist anywhere on the pant.
7. Capris in tan, khaki, or navy blue are acceptable and the length of the pant leg must extend below the knee. Rolled up pant legs are not acceptable as an alternative.

Shorts

All students are permitted to wear knee length shorts in a docker style in navy, tan, or khaki from September through October 31 and from May 1 to the closing of the school year. Athletic shorts or stretch shorts are not acceptable.

Accessories

Plain stockings in neutral, red, white, or navy are permissible. Gloves are not to be worn in school unless recommended for medical reasons. Socks should coordinate with the basic school colors. Belts are not to be worn as an accessory separate from the pants (Policy 5511).

Physical Education Class Dress:

The physical education department staff, in conjunction with the school administrators, will enforce strict standards with regard to acceptable dress in physical education class. No students are permitted to wear “short” shorts, tank tops, spaghetti straps, off the shoulder shirts, crop tops, etc.

Student Identification Badges

The Board of Education recognizes school building security measures are important for the safety and welfare of all students, staff, parents and community members in school buildings. In recognizing this important responsibility, the Board requires all students to display school district issued identification cards at all times while in school. Students who fail to have the card displayed may be disciplined.

The school district Identification Card will be issued to all students in middle school and high school, and must be presented for:

1. Admission to school dances and other school-related activities;
2. Identification for library media services to include library book, periodical and other resource check-out;
3. Entrance for Scholastic Aptitude Tests, State Standardized Tests and other testing programs administered on school district property;
4. Identification for transportation services offered by the district including the use of activity and/or late buses;
5. Identification for admission to certain school-related and school district sponsored functions; and
6. Other purposes and activities as determined by the Building Principal.

Students will be issued one card every year. A replacement fee will be charged, at the cost equal to the reproduction cost, for all lost identification cards. The cost of a new student identification badge is \$5.00 and can be purchased in the Media Center. The cost of a new lanyard is \$2.00 and can be purchased at the school store (Policy 5517).

Gambling

Gambling of any kind and/or card playing, dice playing, or wagering is prohibited anywhere on campus, on a school trip/event and on any computer connected to the Secaucus Network. Students are forbidden from entering into any wager with a classmate related to any game of chance. Secaucus High School prohibits the use of student cell phones on campus for the purpose of gambling.

Harassment, Intimidation, and Bullying (HIB)

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

I. Harassment, Intimidation, and Bullying Definition

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. 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;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3,;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of 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 his/her person or damage to his/her property; or

- b. Has the effect of insulting or demeaning any student or group of students; or
- c. 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.

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are graded according to the severity of the offenses, consider the developmental age of the student offenders.

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Student Conduct.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

The Board expects that students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Student rights; and
4. Sanctions and due process for violations of the Code of Student Conduct.

For further details on this issue please refer to Policy 5512.

Loitering/Trespassing

Students are not permitted to loiter, stand, or congregate outside any part of the building or in the hallways/classrooms after school. Upon arrival to school, students are to enter the building and report to either the cafeteria, media center, or directly to class after going to their locker. Students are not allowed in any unsupervised room or area at any time.

Students are not permitted to leave the building during the regular school day. Students are to eat lunch in the designated areas of the building and must have permission to leave the building early, prior to the end of a school day. This request must be made before the end of the regular school day in writing and an early dismissal must be granted by an administrator.

Property Damage & Vandalism

The Board of Education believes that all school district property should be respected and all persons who use or have access to school district property should respect such property and take pride in the institutions of this community and the schools of this district.

Any person who purposely or knowingly damages school district property or damages school district property recklessly or negligently in the employment of fire, explosives or another dangerous means listed in accordance with N.J.S.A. 2C:17-2 or purposely or recklessly tampers with the tangible property of the school district so as to endanger school district property shall be reported to the appropriate law enforcement agency. Where the damage to district property is more than minimal or has been caused by a student or a minor not a student of this district, the Board will hold liable for the amount of the damage the parent(s) or legal guardian(s) having legal custody and control of the minor responsible for the damage.

A person convicted of an offense that involves an act of graffiti will be required to reimburse the school district the cost of damages and may be required to perform community service, which may include removing the graffiti from the property, in accordance with the law. In addition, the courts may suspend or postpone driving privileges of any person, at least thirteen and under eighteen years of age, if convicted of an act of graffiti.

A person who purposely defaces or damages district property with any symbol that exposes persons to violence, contempt, or hatred on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability is guilty of a crime and shall be reported to appropriate law enforcement authorities. The Board may also report to the appropriate law enforcement agencies any person whose vandalism of school property is serious or chronic.

The Superintendent shall develop regulations to implement this policy and to protect textbooks, school equipment, and school facilities from undue wear, damage, or loss (Policy 7610).

Smoking & Alcoholic Beverages

The Board of Education recognizes the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by the young may have lifelong harmful consequences.

For the purposes of this Policy, "smoking" means the burning of, inhaling from, exhaling the smoke from, or the possession of 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.

For the purpose of this Policy, "electronic smoking device" means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette (e-cigarettes, vapes), cigar, cigarillo, or pipe.

The Board prohibits smoking by students at any time in school buildings and on any school grounds, at events sponsored by the Board away from school, and on any transportation vehicle supplied by the Board. Students who violate the provisions of this Policy shall be subject to appropriate disciplinary measures in accordance with the district's Student Discipline/Code of Conduct and may be subject to fines in accordance with law. Possession and/or consumption of any alcoholic beverages by any person in any school building, on school property, or at any school sponsored activity is prohibited and subject to disciplinary action (Policy 5533).

Student Parking

Student parking on the campus of Secaucus High School is a privilege, assigned to **ONLY SENIORS**. Parking spaces are designated in the student parking section and no students are permitted to park in the school staff, administration, food services, handicap (unless authorized), or visitor parking spaces. Students found parking in a non-permitted area may be issued a summons by the Secaucus Police Department. Any student who fails to register with the Main Office and parks a vehicle on school property during school hours without a permit may also be towed at the owner's expense (Policy 5514).

All student-driven motor vehicles must have a parking tag assigned by a school administrator. In order to obtain a tag, students must complete the following:

1. Bring your valid driver's license, registration, insurance card to the main the office. The office staff will make a copy and keep it on file
2. You will be issued an application for a parking permit. All information must be completed and signed by the student and a parent/legal guardian. By signing the application, you are acknowledging that you understand the rules for student parking and agree to obey all motor vehicles laws.
3. You will be given a hang tag for your front mirror. This must be displayed with the permit number facing towards the front of the vehicle.

Please refer to the code of conduct for clarification on the consequences of violating this policy (Policy 5514).

Substance Abuse

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but

will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances (Policy 5530).

Section VIII - Student Code of Conduct

The Secaucus Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules.

Central Detention

Central detention will be held Monday - Thursday after school from 2:30 p.m. - 3:00 p.m.

Saturday Detention

Saturday detention may be assigned for a variety of reasons and can be seen within our student discipline matrix. This three hour session, held in the media center or cafeteria, begins at 9:00 a.m. with dismissal at 12:00 noon. Parents/Guardians are **REQUIRED** to sign the student in by 8:55 a.m. and must be present to sign the student out at noon. If the parent or guardian does not show up by 12:30, the student will be dismissed and the parent or guardian will be called.

Any student who misses a detention assignment without a legitimate excuse will be required to attend two future sessions. Should a student miss two Saturday sessions, that student will face suspension. Students **WILL NOT** be excused from Saturday detention to participate in extracurricular activities or work. Students will report in full school uniform and will be denied entry if not properly dressed. Behavior problems will not be tolerated.

Student Code of Conduct 2018-2019

The Administration has the authority to assign discipline to students for behavior, communications, etc. that disrupt the educational experience of any Secaucus student, in or out of school. Investigations into a student disciplinary matter will be handled by school administration and communicated to parents. **The Administration has the right to use discretion when assigning disciplinary actions.** To ensure the safety and health of our students, psychological and/or medical referrals may be recommended. Please note that violations and incidents within the code of conduct may include postings/communications via social media. Please refer to the code of conduct below to better understand the expectations and consequences students may face.

Offense - Section A	Consequence - Section A
1.Failure to follow a staff member’s reasonable request	

2. Disruptive Behavior	<p>Possible consequences but not limited to:</p> <ul style="list-style-type: none"> • Teacher warning/detention • Central detention assigned by an administrator • Phone call/letter/parent conference <p>The response chosen at Administrator’s discretion based on a review of the circumstances.</p>
3. Lack of hallway pass	
4. Pushing, running	
5. Use of profanity or offensive gesture (NOT directed at a staff member)	
6. Inappropriate demonstration of affection	
7. Unauthorized use of cell phones, ear buds, speakers and/or other disruptive items in class; refusal to hand item to a teacher if requested	
8. Dress Code Violation	
9. Failure to adhere to cafeteria or study hall rules	Central Detention/ loss of privilege
10. Parking in non-student spaces	1st offense: Parking suspended for 1 week 2nd offense: parking privilege revoked; parking summons
11. Arriving late to class	<ul style="list-style-type: none"> • 1st offense -Teacher detention • 2nd offense -Central Detention
12. Arriving late to school (<i>after the second offense</i>)	Central detention
13. Dress Code Violation: Identification badge missing/lost	<p>1st offense: warning by Administration 2nd offense: central detention</p> <ul style="list-style-type: none"> • I.D. badges/lanyards that are lost must be replaced at the school store/media center

Offense - Section B	Consequence - Section B
1. Repeated Section A offenses	1-2 central detentions
2. Reckless driving on school campus	Loss of parking privileges; possible detention and/or referral to the SPD
3. Deliberately and repeatedly refusing to follow staff member’s reasonable request or direction; lying to staff member	Saturday Detention
4. Academic integrity violation: cheating/fabrication/plagiarism (first offense)	<ul style="list-style-type: none"> • Central or Saturday Detention • Loss of credit for assignment
5. Failure to report to a teacher detention	Central detention

6. Bothering; belittling and/or demeaning a peer	1-2 central detentions/Saturday Detention/OSS. Response chosen based on severity of the circumstances.
7. Forgery on a school pass, note from home, or permission slip	Saturday Detention/loss of privilege
8. Minor bus disruption	Parental notification; 1-2 central detentions
9. Minor disruption during fire drills or emergency drills of any kind	Saturday Detention or 1-2 central detentions
10. Repeated tardiness	Central detention & students will receive a Saturday Detention for every fifth tardy to school
11. Cutting class	Central/ Saturday detention
12. Leaving the building without permission	Saturday detention
13. Truancy	Parent is notified by the attendance officer/Saturday detention/loss of privilege
14. Failure to report to central detention	Parental notification; 2 central detentions; repeated offenders will receive Saturday detention
15. Disrupting a class from the hallway (entering a room one does not belong in, yelling into a room, distracting students)	1-2 central detentions or Saturday detention
16. Entering the school building through any door other than the main entrance	1-2 central detentions or Saturday detention
17. Not reporting to the Main Office and/or administrator when directed by a staff member	1 Saturday detention
18. Failure to report to Saturday Detention (<i>2nd offense</i>)	1 day OSS

Offense - Section C	Consequence - Section C
1.Repeated level B offenses	OSS or 1-2 days Saturday detention
2. Tampering with any school equipment	One to five days OSS depending on circumstances with possible restitution for damages. Possible referral to law enforcement.
3. Tampering with safety equipment or emergency system	
4. Major disruptions during fire drills or emergency drills of any kind	
5. Theft and vandalism	
6. Disrespectful conduct towards staff member	1-3 days OSS or Saturday Detentions

7. Fighting	Pending administrative review, actions will result in parent notification, OSS, or referral to law enforcement and/or social services; student may be investigated under H.I.B.
8. Repeated violation of student driving rules and regulations	Suspension of parking privileges; possible referral to law enforcement
9. Major bus disruption (fighting, throwing items inside or outside of bus or an action deemed to interfere with the orderly operation and safety of the bus by the driver)	Revocation of bus riding privileges and/or OSS depending on severity
10. Use of profanity/obscene gestures directed towards staff	3-5 days OSS
11. Threatening a staff member or student	OSS, possible referral to law enforcement and/or social services
12. Gambling	OSS or 1-2 days Saturday Detention
13. Academic Integrity: Cheating/fabrication/plagiarism (2nd offense)	Teacher and/or Central Detention/loss of privileges/loss of eligibility for academic honors
14. Use of any/or in possession of vape related item, cigarettes, electronic cigarettes, tobacco products. Please note that the sale/distribution of any prohibited item(s) can result in further disciplinary actions. These actions may involve the Secaucus Police Department.	<ul style="list-style-type: none"> • 1st offense 1-2 days OSS. Drug testing. • 2nd Offense: 3-5 days OSS, possible removal of privileges, participation in school functions and extra- curricular activities. Drug testing. • Repeated offenses may result in further disciplinary action pending administrative review
15. Violation of Computer Acceptable Use Policy. Unauthorized videotaping, filming, photography of students or faculty	Pending administrative review, penalties range from detention to suspensions.
16. Assisting someone to enter the building through any door other than the main entrance	1 day OSS

Offense - Section D	Consequence - Section D
1. Possession of drugs or paraphernalia, use of or being under the influence of alcoholic beverages or illegal drugs while on school property or at school sponsored functions	Level D offense 1-4: <ul style="list-style-type: none"> • OSS and/or expulsion, term and conditions subject to administrative review; parent conference required prior to student readmission to school; law enforcement and/or Social Services may be notified. The sale/distribution of any illegal substance will result in further disciplinary action, as well as the involvement of the Secaucus Police Department
2. Threatening / Assault and battery on a staff member or student	
3. Commission of any act endangering the health and safety of others	

4. Indecent exposure	
5. Possession of weapons anywhere in or on school property or at a school sponsored function	10 days OSS minimum and/or expulsion
6. Unwanted sexual contact	OSS and/or expulsion, term and conditions subject to administrative review; parent conference required prior to student readmission to school law; enforcement and/or Social Services may be notified

Student Due Process

Students have the right to request a redress of a problem or complain through proper channels and according to established procedures without the fear of reprisal. The Board of Education and its employees will listen to and work to address problems and complaints of students.

Procedure

1. The student should first make the complain/problem know to the staff member most closely involved, or to his/her guidance counselor. A direct effort to resolve the issue informally is to be made.
2. If it is necessary to go beyond the first step, the student is to prepare a written statement of his/her grievance. The statement is to include: the nature of the grievance, a brief statement of the facts, the manner in which the student feels he/she has been adversely affected, the relief sought, the reasons he/she is entitled to the relief, and to note if other students were affected
3. The grievance is to be submitted to the principal. The principal will, in turn, respond to the grievance within ten (10) days. The student shall be afforded the opportunity to be heard personally.
4. The school administrators may request a parent conference. The student can grieve with the assistance of a parent/guardian at any time.
5. If the principal's response is not satisfactory, the student can bring the grievances to the superintendent of schools. A response from the superintendent shall be issued within ten (10) days.

When a grievance proceeds to the Board Education, the Board shall render its decision promptly, but no longer than twenty (20) calendar days after the hearing. If the student so wishes, the grievance may be appealed to the Commissioner of Education.

To initiate a contested case for the Commissioner's determination of a controversy or dispute arising under the school laws, a petitioner shall prepare a petition of appeal conforming to the requirements of N.J.A.C. 6A:3-1.4 and serve such petition upon each respondent, together with any supporting papers the petitioner may include with the petition. The petitioner then shall file proof of service on each respondent, the telephone numbers (and fax numbers and e-mail addresses where available) of the petitioner and each respondent, and the original petition and supporting materials, if any, with the Commissioner c/o the Director, Bureau of Controversies and Disputes, New Jersey State Department of Education, 100 River View Plaza, PO Box 500, Trenton, New Jersey 08625-0500. In no case shall a petitioner submit materials to the Commissioner which have not been served upon each respondent.

****This procedure will only be followed if the student conducts him/himself in a responsible manner. Threats or profanity will not be tolerated. If the student cannot comply, he/she will need to be represented by a parent or legal guardian***

Section IX - Attendance

Attendance Policy

The Secaucus Public School District (SPSD) and its teachers and administrators cannot successfully fulfill their legal responsibilities to provide students a thorough and efficient education unless students are present for all regularly scheduled classroom activities. The SPSD realizes that there are times when absences are unavoidable. However, it is essential that all families understand and accept the necessity for students to attend school every day school is in session. New Jersey State law requires school attendance for students ages 6-16. Parents and students must be accountable for monitoring the official attendance record on the Parent Portal. All students have a right to attend school irrespective of marriage, pregnancy or parenthood. Students should also keep in mind that absences become part of their high school record. Excessive absenteeism could hinder students when they leave high school to seek higher education or employment. Students who are 18 years or older are not permitted to call themselves in sick or write their own absentee notes.

The attendance record for any student who accumulates eighteen absences regardless of circumstance is subject to a review by the administration and a designated committee. It may be determined during that review that the student will forfeit course credit.

Discipline Schedule

With each absence school will contact home to acknowledge absence

- Student denied participation to all extra- or co-curricular activities (except for religious observances)

Up to 4 Absences monitoring by school office staff.

- Identify patterns of absences; if pattern exists, consult with parent to formulate absence reduction plan

At the 5th Absence Letter to parent

- Parent meeting with school staff (principal or designee),
- Re-evaluate absence reduction plan; consider any or all of the following:
 - Referral to I&RS committee
 - Conduct testing
 - Consider alternate placement
 - Referral with community resources
 - Proceed with missing/abducted child procedures, when deemed necessary
 - Cooperate with law enforcement when necessary

At the 10th Absence Same as above

- Refer case to municipal court, when deemed necessary
- Secondary students will be considered for loss of credit for semester courses

At the 15th Absences Same as above

At the 18th Absence (10% Rule) Same as above,

- State threshold for elementary and secondary student to be retained in grade or lose course credit

Parents are encouraged to monitor their child's attendance patterns and work with the school for the child's benefit through the [Realtime Parent Portal](#) or through your student's guidance counselor.

School Absence Procedure

In order to be excused from a class or when absent for an entire day of school, the student must do one of the following:

1. Submit a medical note signed by the attending physician with the date and time of the office visit included on the note. The note should state the dates during which the student was under the doctor's care. Doctor's notes must be submitted within two days upon returning to school.
2. Provide the office with proof of a driver's license appointment card or present the newly-acquired license with the issue date.
3. Provide the office with written proof of an appointment with an armed forces office.
4. Provide the office with written notice of a court appearance.
5. Provide the office with written notice of required counseling sessions.
6. Submit a letter of bereavement, serious family illness, or other family hardship.

Please see our Attendance tab on the school website in order to report an absence.

Physical Education Excused Absences

When a student is physically unable to participate in physical education classes, he/she will be given an alternative assignment. The student must provide the teacher with a medical note from a doctor and the school nurse on those dates. Until the excuse is provided, the teacher will grade the student on the same basis as all other students in the class who do participate. A student with a medical excuse and an assignment for written work must turn the work in before the last day of the semester or by a date given by the teacher. Work turned in after the end of the semester does not have to be accepted by the teacher.

Tardiness to School

Students who arrive to school late, after the second offense will be assigned central detention and must immediately report to the main office upon entering the building. Two tardies to school will equal 1 absence. Students who arrive late to school for the fifth time will receive a Saturday detention. If a student accumulates ten tardies, a conference will be held with the parent or guardian to discuss an improvement plan. Should the student accumulate fifteen tardies, that student's information will be forwarded to the Superintendent of Schools and the attendance officer will forward this information to the municipal court when appropriate.

Students must be signed in by 9:30a.m. and arrive to their third period class on time in order to be considered present for the day. Students who fail to do so will not be permitted to participate in any extracurricular activity or class event taking place on that day (Policy 5240).

Unless in the case of a family or medical emergency, students will not be excused from arriving late to school.

Field Trips

It is the students' responsibility to inform their teachers in advance of an upcoming field trip and to obtain the necessary signatures in order to attend the event. Students must also make arrangements to make up work that will be missed due to the field trip. Any work due on the day of the trip must be submitted to the teacher prior to going on the field trip. Students who are not in good standing may not be authorized to attend a field trip, based on the decisions of the faculty, staff, and/or administration (Policy 5850).

Make Up Work

It is the responsibility of the student to meet with teachers prior to or immediately returning from an absence to obtain assignments and schedule make-ups for any class assignments. All class work, including tests, homework, and projects are to be made up within a time frame specified by the classroom teacher. For school work that needs to be sent home due to an extended absence, please contact the guidance office for assistance.

Early Dismissal

Early dismissals may be granted when a student finds it necessary to leave school before the end of the day. The student must bring a note to the office upon arriving to school in the morning and a parent or guardian must sign the student out. If a note is not provided, an early dismissal form must be filled out in the Main Office. Students who are 18 years of age may not sign themselves out of school (Policy 5230).

Section X - Computer Use

Computers as well as other means of educational technology are provided to students at Secaucus High School to enhance their educational opportunities. The district provides equipment and internet access for educational purposes only with the intention of improving the educational experience and skill set of our students. Misuse or vandalism of said equipment will result in loss of computer/internet privileges for students and can result in additional disciplinary action.

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

- A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer network(s) in a manner that:
 - 1. Intentionally disrupts network traffic or crashes the network
 - 2. Degrades or disrupts equipment or system performance
 - 3. Uses the computing resources of the school district for commercial purposes, financial gain, or fraud
 - 4. Steals data or other intellectual property
 - 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person

6. Gains or seeks unauthorized access to resources or entities
7. Forges electronic mail messages or uses an account owned by others
8. Invades privacy of others or using another's password
9. Posts anonymous messages or inappropriate interactions with other individuals on social networking sites
10. Possesses any data which is a violation of this policy
11. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided
12. Sending or displaying offensive messages or pictures
13. Using obscene language and/or accessing material or visual depictions that are obscene
14. Using of accessing material or depictions of child pornography or material that is harmful to minors
15. Any incident that is considered harassment, intimidation, or bullying, which includes cyberbullying

For additional information on internet safety and the Children's Internet Protection Act, please refer to Policy 2361.

Electronic Mail (Email)

Students of Secaucus High School will be provided with a school Gmail account and all messages sent and received on the school district computer networks/computers must have an educational purpose and are subject to review. Messages received by a district-provided email account are retained on the system until deleted by the student or for a period of time determined by the district. A canceled account will not retain its email. School district personnel may inspect the contents of email sent by a student to an addressee, or disclose such contents to other than the sender or a recipient when required to do so by the policy, regulation or other laws and regulations of the State and Federal governments. The Board reserves the right to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any email transmitted or any other information on the school district computer network/computers (Policy 5516).

Public Posting areas (Google Classroom, Message Boards, Blogs, Etc)

To best utilize system resources, school district personnel will determine message boards, blogs, etc. that are most applicable to the educational needs of the school district and will permit access to these sites through the school district computer network. School district personnel may remove messages that are deemed to be unacceptable or in violation of the Board policies and regulations. School district personnel further reserve the right to immediately terminate the access of a student who misuses these public posting areas (Policy 5516).

Determination of Consequences for Violations

Violations of the Acceptable Use of Computer Network/ Computers and Resources Policy and Regulation may result in a loss of access as well as other disciplinary or legal actions. Individuals violating this policy shall be subject to the consequences indicated in Board Policy and Regulation 2361 which includes but is not limited to:

1. Use of Computer Network/Computers only under direct supervision
2. Suspension of internet privileges
3. Suspension of network privileges

4. Revocation of network privileges
5. Suspension of computer privileges
6. Revocation of computer privileges
7. Suspension from school
8. Expulsion from school
9. Legal action and prosecution by the authorities.

Section XI - School Security

Lockers

School lockers are a privilege, not a right and are the property of the Secaucus Board of Education. Hall lockers are assigned to students before the start of each school year. Each student must utilize the locker to which that person is assigned. By the end of the second week of the school year, a combination lock must be purchased from the school store and placed on the assigned locker. All lockers that do not have the locks on them by that time will be padlocked and the student will forfeit the opportunity to utilize a locker. Students are expected to treat their lockers with care and those students who damage school property are liable for financial repair/replacement costs.

Any student that has a medical concern that requires a special locker assignment will be accommodated. Please report to the Main Office for assistance.

Physical Education lockers shall be assigned by the Physical Education Department staff. Lockers must be secured with a school lock at all times. Non-school locks will be removed by school officials. All lockers should be routinely cleaned of food, soiled clothing, and unnecessary clutter (Policy 5770).

Fire/Emergency Evacuation/Security Drills

In the event an alarm is sounded or an announcement is made to evacuate the building, students should exit in an orderly fashion and absolute silence is to be maintained for the entire drill. This is a safety measure designed to provide the maximum protection for all persons in the building. Directions for exiting the building are posted throughout. Please familiarize yourself with these directions at the beginning of each semester.

Faculty members will direct the students to a designated area outside the building. Attendance will be taken when the class arrives to the designated meeting area. In the event of an extreme emergency requiring the dismissal of the entire student body, school personnel will activate the plan designated for the safe and orderly signing-out process (Policy 8420).

Section XII - Student Health Services

Student Health Services

The Nurse's office is located across the hall from the Media Center and the nurse is on duty during the school day. Students who become ill during the school day are to obtain a pass for evaluation by the school nurse who will then determine if the student should go home or remain in school. If the student is going

home, the nurse will make contact with the parent/guardian or designated alternate contact to notify them and make transportation arrangements. Students are not permitted to make their own arrangements to go home due to illness without having reported to the school nurse (Policy 5310).

Medication

Medication (prescription or non-prescription) for students can only be administered by a nurse or parent/legal guardian except in the instances listed below under “Medications to be self-administered by a student.” Medication is not allowed to be carried on one’s person or stored in a locker. Students who need to take medication in school must have a written order by their physician, have parental consent, and must be administered in the health office. Please see the school nurse for more information and the necessary forms.

Medications to be self-administered by a student:

1. Time being of the essence in cases of asthma and other potentially life threatening illness.
2. Medications to be self-administered by a student must be kept in the student’s possession.
3. No student may possess medication for self-administration unless the proper permission has been granted by the Principal and a record of the medication is on file in the office of the school nurse. Students who are permitted to self-administer medications must secure their medication in such a manner that the medication will not be available to other students (Policy 5330).

Section XIII - Extra Curricular Activities

Secaucus High School Athletic Programs

Baseball	Cross Country	Marching Band	Swimming
Basketball	Dance team	Outdoor Track & Field	Tennis
Bowling	Football	Soccer	Volleyball
Cheerleading	Indoor Track & Field	Softball	Wrestling

Secaucus High School Clubs

American Technology Honor Society	Hospitality Staff	Photography Club
Anime Club	Jazz Band	Peer Leadership
Business Club	Junior State of America	REBEL
Challenge Club	Key Club	Service Activities Involvement & Leadership (S.A.I.L)
Concert Band	Literary Explorers Club	School Literary Magazine
Concert Chorus	Mu Alpha Theta	Science Club
Drama Club	National English Honors Society	Student Government Organization
Foreign Language Club	National Technology Student	School Musical Production

	Association	
Gay Straight Alliance	Page Turners Book Club	Unico Youth Leadership
Computer Club	High School Newspaper	Literary Magazine
Metamorphosis	SHS School Store	Yearbook

Section XIV - General Information

Fines

The Board of Education believes that the schools should help students learn to respect property and to develop feelings of pride in community institutions. The Board charges each student enrolled in this district with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use.

Students who cause damage to school property will be subject to disciplinary measures. The Board authorizes the imposition of a fine for the loss, damage, or defacement of a textbook and reserves the right to withhold a report card or diploma from any student whose payment of a fine has not been completed. A student who demonstrates chronic and/or serious disregard for property may be referred to the Child Study Team (Policy 5513).

Flyers and Posters

Posters that advertise school sponsored activities are permitted on the school information bulletin boards/dining hall white boards only. Posters should not be placed in stairwells or in areas where they may obstruct safety. Announcements should not obscure any other postings and all information is to be spelled correctly. It is the responsibility of the class advisor, coach, or organization to remove all posters once the event has concluded.

School administrators reserve the right to restrict posters deemed inappropriate. Anyone interested in posting information from an outside source must receive the approval of a school administrator.

Free and Reduced Lunch

Applications for free lunches may be made through the Guidance Department, which will advise the maximum family income requirements for eligibility. Students who may not be eligible for a free lunch may qualify for a reduced lunch (Policy 8540).

Lost and Found

If you have lost a belonging, you should first check the rooms or areas that you had previously visited. If you are unsuccessful in finding the item, please go to the Main Office and report the item missing. You can also check the lost and found bins located in the Main Office or in the cafeteria.

While we make every effort to assist you, the school is not responsible for any item missing or stolen from a locker. Unclaimed items are removed at the end of the school year (Policy 5513).

Student Records

NJDOE mandated records include the student's personal descriptive data, daily attendance records, progress reports, and physical health records; records required for disabled students and all other records required by the State Board of Education.

Please see the Guidance Department for further details regarding these records (Policy 8830).

Study Hall

Study halls are designed to provide students with an opportunity for quiet supervised study. Students are required to come prepared to study hall and to follow the supervising teacher's instructions. Only those students who are actively enrolled and participating in a **Secaucus High School Athletic Team** may opt out of their physical education class and enroll in study hall.

Textbooks

Textbooks are the property of the Board of Education and are on loan to students on an annual basis. Remember that the care with which you handle your books determines the condition in which the next user will receive them. Your teacher will supply these books to you, and it is your responsibility to keep your books covered and clean. Do not write in them. If, in the judgment of the teacher, the student has abused the privilege a fine will be imposed. Failure to replace the book will result in the student being charged the prevailing rate to replace the book. Students will not receive next year's schedule or report card and transcripts will be withheld until all books have been returned and fines are paid (Policy 5513).

Visitors

All school visitors must first report to the Main Office to receive a visitor's pass. If a parent/guardian/alumnus wishes to confer with teachers or advisors, an appointment must be made in advance (Policy 9150).

Working Papers

In order to secure working papers, a student must be 14 years and 17 years of age. Upon request, necessary forms will be available in the High School Main Office and distributed by office personnel. Students must complete the form and submit the necessary forms prior to Principal approval. During the summer months, students may obtain the form between the hours of 8:00 a.m. and 2:00 p.m. (noon on Fridays).