Secaucus Elementary Schools





Student Handbook

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Important Note:

- *All Mandatory Forms* can be found on the Clarendon and Huber Street School website. All mandatory forms must be returned on the first day of school.

Clarendon School https://clarendon.sboe.org/apps/pages/index.jsp?uREC_ID=444956&type=d&pREC_ID=998873

Huber Street School https://huber.sboe.org/apps/pages/index.jsp?uREC_ID=444857&type=d&pREC_ID=2066692

Section I - District Information

Secaucus School District Mission Statement

The Secaucus School District, in cooperation with our diverse community, is committed to a safe, nurturing environment that upholds a tradition of engaging instruction, innovative curricula, challenging academics, and expansive co-curricular programs thereby providing our students with a comprehensive education that cultivates potential, encourages fair play, inspires creativity, and fosters multi-faceted life skills necessary to brave the challenges of the future.

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 Officers

Mrs. Christina Wiswesser
cwiswesser@sboe.org

Mr. Chris Innis
cinnis@sboe.org

Clarendon School Affirmative Action Officer

Mrs. Dawn Doering
ddoering@sboe.org

Huber Street / Millridge School Affirmative Action Officer

Mrs. Jaime Viggiano
jviggiano@sboe.org

Section II - Contact Information, District Calendar, & Daily Bell Schedule

Interim Superintendent of Schools……..…….…. Dr. Mark Toback
Business Administrator…….……...……...…….…..… Ms. Grace Yeo
Director of Curriculum and Instruction & Elementary Education……...…….….. Ms. Felicia Chetrit
Director of Special Education..... Ms. Tammy Hennessy
Supervisor of Elementary Education……...…… Ms. Felicia Chetrit

	Clarendon School 685 Fifth Street Secaucus, NJ 07094 201-974-2010 http://clarendon.sboe.org	**Huber Street School** 1520 Paterson Plank Rd. Secaucus, NJ 07094 201-974-2053 http://huber.sboe.org	**Millridge School** 40 Millridge Road Secaucus, NJ 07094 201-974-2053 http://huber.sboe.org
Principal	Christine Candela 201-974-2010 ccandela@sboe.org	Robert Valente 201-974-2053 rvalente@sboe.org	Robert Valente 201-974-2053 rvalente@sboe.org
Nurse	Lauren Yorks 201-974-2015 lyorks@sboe.org	Amy Hawxhurst 201-974-2056 ahawxhurst@sboe.org	Carla Poli 201-974-2056 cpoli@sboe.org
Guidance Counselor	Dawn Doering 201-974-2021 ddoering@sboe.org	Jaime Viggiano 201-974-2057 jviggiano@sboe.org	Jaime Viggiano 201-974-2057 jviggiano@sboe.org
Main Office	Erika Dimase 201-974-2010 edimase@sboe.org Sharon Voli 201-974-2010 svoli@sboe.org	Coleen Mason 201-974-2053 cmason@sboe.org Kim Pascarello 201-974-2053 kpascarello@sboe.org	

District Calendar

Revised 3/2025

SECAUCUS PUBLIC SCHOOL DISTRICT
SCHOOL CALENDAR
2025-2026

September						20
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						23
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						13
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						17
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January						20
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	23	30	31

February						18
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						22
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						16
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						20
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						14
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

IN-SERVICE DAY (NO SCHOOL)
September 2nd-(Schools Closed staff only)
IN SERVICE DAYS
(One Session Day Students Only)
Sept. – 3rd One Session Day
Sept. – 4th One Session Day
Oct. – 20th One Session Day
Jan. – 19th One Session Day
March – 23rd One Session Day
June 15th – One Session Day
June 16th – One Session Day
June 17th – One Session Day
June 18th – One Session Day
ONE SESSION DAYS
Sept. 5th – One-Session Day
Oct. 31st – One-Session Day
Nov. 26th – One Session Day
Dec. 23rd – One Session Day
April 2nd – One Session Day
May 22nd – One Session Day
June 18th – One Session Day
SCHOOLS CLOSED
Sept. 1st – Labor Day
Nov. 3rd – Veteran's day
Nov. 4th – Election day
Nov. 5th – Columbus Day
Nov. 6th- Nov. 7th – Teachers Convention
Nov 27th – Thanksgiving Recess
Nov. 28th – Thanksgiving Recess
Dec. 24th – Jan. 1st - Winter Holiday
Jan. 2nd – Martin Luther King Day
Feb. 13th – Lincoln's Birthday
Feb. 16th – Presidents Day
April 3rd – Good Friday
April 6 th - April 10th – Spring Recess
May 25th – Memorial Day
June 19th – Juneteenth
Students must attend 180 days of school

One-Session Day
Schools Closed
In Service Days
One Session for Students
School Closed for Students

183

3 inclement weather days are built into the calendar.

TOTAL NUMBER OF DAYS 183--from September 3, 2025 through June 18, 2026

Elementary & Pre-K Bell Schedule

Elementary Schedule			
Period	Full-Session	One-Session	Delayed Opening
Homeroom	8:20 AM - 8:30 AM	8:20 AM - 8:30 AM	10:20:00 AM - 10:35 AM
1st Period	8:30 AM - 9:10 AM	8:30 AM - 9:00 AM	10:35 AM - 10:57 AM
2nd Period	9:10 AM - 9:50 AM	9:00 AM - 9:30 AM	10:57 AM - 11:19 AM
3rd Period	9:50 AM - 10:30 AM	9:30 AM - 10:00 AM	11:19 AM - 11:41 AM
4th Period	10:30 AM - 11:10 AM	10:00 AM - 10:30 AM	11:41 AM - 12:05 PM
5th Period (Lunch)	11:10 AM - 12:00 PM	10:30 AM - 11:00 AM	12:05 PM - 12:45 PM
Homeroom	12:00 PM - 12:05 PM		12:45 PM - 12:50 PM
6th Period (Lunch)	12:05 PM - 12:55 PM	10:30 AM - 11:00 AM	12:50 PM - 1:30 PM
7th Period	12:55 PM - 1:35 PM	11:00 AM - 11:30 AM	1:30 PM - 2:00 PM
8th Period	1:35 PM - 2:15 PM	11:30 AM - 12:00 PM	2:00 PM - 2:30 PM
9th Period	2:15 PM - 2:55 PM	12:00 PM - 12:30 PM	2:30 PM - 2:55 PM
Dismissal	3:00 PM	12:30 PM	3:00 PM
Kindergarten	8:20 AM - 2:45 PM	8:20 AM - 12:30 PM	10:20 AM - 2:45 PM

Pre-K Schedule			
Period	Full-Session	One-Session	Delayed Opening
Pre-K AM	8:20 AM - 10:50 AM	8:20 AM - 10:00 AM	Class Cancelled
Pre-K PM	11:50 AM - 2:20 PM	10:30 AM - 12:10 PM	11:50 AM - 2:20 PM
Pre-K Full Day	8:20 AM - 2:20 PM	8:20 AM - 12:00 PM	10:20 AM - 2:20 PM

Section III - Arrival and Dismissal Procedures

Arrival to School

For your child's safety, please note that if your child arrives at Clarendon or Huber Street School before 8:15, there is no adult supervision. This does not apply if your child is registered for before-care.

Clarendon School:

- All kindergarten through fifth grade students should assemble at their assigned doors (Kindergarten - Door 2, First Grade - Door 4, Second Grade - Door 8, Third Grade - Door 14, Fourth Grade - Door 12, Fifth Grade - Door 10). Students requiring special access may enter through the main entrance (Door 1).
- Students arriving by bus will enter through the main entrance (Door 1) and will assemble in the designated grade level areas inside the gym.
- Students who are dropped off on 5th Street may enter through the main entrance and assemble in designated grade level areas inside the gym. Please be mindful of the flow of traffic on 5th Street, do not leave your car unattended and students should exit vehicles directly onto the sidewalk.

Huber Street School:

- All kindergarten students that are bused will enter through the main doors with their designated bus aide.
- Kindergarten students must line up outside near the Huber Street Side entrance in the lines marked for their teacher and will be picked up by the kindergarten aides.
- Students will line up in the playground near the designated doors marked for their grade.
- First grade students will line up by the multi-purpose doors for entrance into the building.

Millridge School:

- All pre-k students will enter via the Main Entrance of the Millridge School with the exception of students in Mrs. Leppin's AM and PM classes. They will enter via their classroom door.

It is important that students arrive on time to school each day, as instructional time is very important. School begins promptly at 8:20 a.m. A note of explanation, signed by a parent/guardian is required when a child is late for any school session. Late students MUST sign in at the Main Office before reporting to their classrooms.

For your child's safety, students should not arrive at school more than ten minutes before the start of the school day. ***During inclement weather children are admitted into designated areas upon arrival.***

Release of Students at Dismissal

School employees are expected to know and supervise the implementation of parents'/guardians' plans for dismissal. It is the responsibility of parents/guardians to notify the school as to the preferred plan for the dismissal of their children, as well as be familiar with the school calendar and dismissal times.

For the safety of your child please be sure that mandatory #2 Form is complete and accurate so that school officials know how your child should be released at dismissal time. ***Please note as per board policy, all students in Kindergarten through Third Grade must be picked up by an adult/or sibling of appropriate age at the discretion of the school.***

****Please note:* The option for your child to walk home is only for students in Fourth and Fifth Grade. Please complete the mandatory #2 form with that information.**

Section IV - Elementary and Pre-K School Hours

School Opening and Closing Times

It is the practice of the Secaucus School District to keep schools open on a regular basis despite inclement weather. However, severe storms, which cause heavy snow accumulations, will force the closing of schools. Sometimes we are faced with a light snow that creates hazardous road conditions during the early morning hours. In instances such as this, the district will delay the opening of school by **two hours** and bus routes will be adjusted accordingly. A delayed opening allows the safe operation of our school system since most commuter traffic has dissipated and the roads have been cleared by the Department of Public Works. Hopefully, this will minimize the number of days school will be closed during the winter season.

	Regular Opening/Closing Time	**Delayed Opening/Closing**	**One Session Schedule**	**Early Dismissal**
Huber & Clarendon	8:20 – 3:00	10:20 – 3:00	8:20 – 12:30	8:20 – 12:30
Millridge PreK AM	8:20 – 10:50	NO SCHOOL	8:20 – 10:00	8:20 – 10:55
Millridge PreK PM	11:50 – 2:20	12:10 – 2:35	10:30 – 12:10	NO SCHOOL

Delayed Opening Information

When weather conditions prevent us from opening schools at the regular time, the following procedure will be put into effect:

- Announcement of a school closing or a **two hour** delayed opening will be made over stations NEWS 12 NJ, WNBC-TV, WABC-TV, the Secaucus District Facebook and Twitter pages, and Secaucus Board of Education website www.sboe.org.

- The Secaucus School District will use **Connect-ED**, our school-to parent communication system, to inform parents/guardians of school closings, delayed openings, and inclement weather or emergency early dismissals.

- On a delayed opening day, bus students will report to their assigned stop **two hours** later than usual.

- Lunch is served as scheduled on a delayed opening. Lunch is **not** served on a one session or early dismissal day.

PLEASE DO NOT CALL THE SECAUCUS POLICE FOR SCHOOL CLOSING INFORMATION.

Section V - Parent and School Communication

The Secaucus School District thrives on positive communication and believes that parents/guardians and teachers are partners in the educational process. It is important that a child's progress is reported on an ongoing basis to facilitate a cooperative home/school effort to encourage and support student learning.

Methods of communication include:

- Parent/Teacher Conference
- Deficiency notices (mid-trimester deficiency in performance or possible failure or near failure in any subject area
- Commendation notices
- Report Cards (trimesters)
    - All report cards are available on the Realtime Parent Portal
        - Please follow the following steps:
            - Go to https://www.fridayparentportal.com/secaucus
            - Enter Portal Username
            - Enter Portal Password
            - Click on the GRADES tab located on the left hand side of the screen
            - Select the school year, trimester and click on VIEW REPORT CARD
- Informational notices (on an as-needed basis)
- Parents/guardians are encouraged to notify the teacher or guidance counselor of any special concerns (via personal note or school phone call)

* See School Calendar for specific dates.

Section VI - School Rules, Policies and Procedures

Student Expectations and Responsibilities

The Administration has the authority to assign discipline to students for behavior, communications, etc. that disrupt the educational experience of any student, in or out of school. Investigations into a student disciplinary matter will be handled by the school administration and communicated to parents. ***The Administration has the right to use discretion when assigning disciplinary actions.***

The administration and faculty believe that proper conduct and behavior by all students is a vital component in maintaining an effective, safe, and productive learning environment by adhering to the following expectations.

- Students will come to school prepared to learn.
- Students will communicate with other students, teachers, and aides in an appropriate manner. Politeness and good manners are expected at all times.
- Students will respect and care for the property of others.
- Students will treat others appropriately. Hitting, pushing, and fighting will not be tolerated at school.
- Students will refrain from bullying/harassment in all forms and will speak up if they see others being treated unfairly.
- Students will accept the consequences of their actions.
- Students will behave properly on the school bus. Students must stay seated, wear seat belts, and cooperate with the bus driver and bus aide.
- Students will use proper language in school, on the playground, and on the school bus. Profanity will not be tolerated.
- Students will strive to maintain cleanliness of school facilities and property.
- Students will turn off cell phones (including smart watches) and follow the "Cell Phones & Electronic Devices" policy 5516.
- Students will meet attendance requirements including being on time to school.

Students who do not follow these expectations and responsibilities will be subject to one or more of the following consequences:

- Positive Behavioral Support
- Parent Conference
- Loss of School Privileges: lunch and/or recess detention, field trips, extracurricular, special classes or school events
- Detention
- Suspension
- If inappropriate behavior continues on the school bus, loss of riding the bus may be required

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).

Section VII - Student Code of Conduct

School Policies, Rules and Procedures

The Secaucus Board of Education adopts this Student Discipline/Code of Conduct, Character and Support 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.

The Elementary Code ensures that our schools provide equal access to a wide range of supports and interventions that promotes positive behavior, helps students develop self-discipline and social and emotional efficacy, and enables students to improve and correct inappropriate, unacceptable, and unskillful behaviors. 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 and has the right to change student schedules in an attempt to resolve peer conflict. Investigations into a student disciplinary matter will be handled by the 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 may include postings/communications via social media. Please refer to the code below to better understand the expectations and consequences students may face.

LEVEL A infractions refer to minor misbehavior on the part of the student that impedes or disrupts orderly classroom procedures or school operations. These infractions will be addressed by the appropriate school personnel as well as contacting parents/guardians.

INFRACTIONS	CONSEQUENCES
Section 1 ● Unprepared for class ● Not wearing sneakers when scheduled for Physical Education ● Dress Code Violation (after warning) ● Failure to adhere to the cafeteria rules including reporting to or remaining in designated areas ● Use of non-instructional items such as, but not limited to: cellphones, smart watches, headphones, earbuds, gaming devices, cameras, video cameras	**Examples, but not limited to:** ☐ Verbal or written reprimand ☐ Parental notification (email or phone call) and/or conference ☐ Confiscation of non-instructional item ☐ Counseling ☐ Special Assignment (Reflective in nature) ☐ Loss of recess ☐ Loss of credit for an assignment ☐ Lunch detention ☐ In-school suspension (ISS) ☐ Out-of school-suspension (OSS)
Section 2 ● Disruptive/off task behavior in the classroom/school ● Running, shouting, and/or pushing in the halls ● Inappropriate language or gesture	

Section 3 ● Rough Play and/or pushing on the playground ● Dishonesty/Cheating and/or Plagiarism ● Disrespecting a staff member ● Failing to follow a staff member's reasonable request	

LEVEL B Infractions refer to misbehavior that is frequent or serious enough that it disrupts the learning climate of the school and/or endangers the health or safety of others. These infractions, which usually result from the continuation of Level A incidents, require the intervention of administrative personnel because the prior consequences have failed to modify the behavior.

INFRACTIONS	CONSEQUENCES
Section 1 ● Minor Bus Issue on ● Failure to report for assigned detention	**Examples, but not limited to:** ☐ Verbal or written reprimand ☐ Parental notification (email or phone call) and/or conference ☐ Counseling ☐ Special Assignment (Reflective in nature) ☐ Potential loss of recess ☐ Loss of credit for assignment and/or loss of eligibility for academic honors ☐ Multiple lunch detentions ☐ Potential loss of social event/field trip privileges ☐ In-school suspension (ISS) ☐ Out-of-school suspension (OSS)
Section 2 ● Bothering, belittling and/or demeaning a peer ● Class disruption/removal from class ● Disruption during school assembly, state testing, detention, or after-school event ● Infractions related to an H.I.B investigation	
Section 3 ● Aggressive and/or forceful physical behavior ● Repeated refusal to follow a staff member's reasonable request ● Inciting others to fight ● 2nd cheating and/or plagiarism infraction	

LEVEL C infractions refer to acts that are frequent or serious in nature that disrupts the learning environment of the school or acts that pose a threat or danger to the health, safety, or welfare of others in the school. These acts will require administrative actions which could result in the immediate removal of the student from the school and possible intervention of law enforcement authorities.

INFRACTIONS	CONSEQUENCES
• Illegally gaining access to school property or building. • Indecent exposure • Major bus disruption • Physical altercation/fighting • Physical, verbal, and/or cyber harassment • Possession and/or use of drugs, alcohol, or paraphernalia • Possession of weapon in school • Tampering with and/or causing damage to any school equipment or emergency equipment (including Chromebooks and alarms) • Theft • Threat of using a weapon and/or having access to a weapon • Threatening a staff member or student • Use of any/or in possession of vape-related items • Use of any/or in possession of vape-related items found to be containing THC • Use of racial/prejudicial epithets (hate speech) (direct or indirect) • Vandalism • Violation of computer acceptable use policy	**Examples, but not limited to:** ☐ Parental notification (email or phone call) and/or conference ☐ Revocation of bus riding privileges ☐ Multiple lunch detentions ☐ Potential loss of social event/field trip privileges ☐ Unable to participate in commencement ceremony (5th graders) ☐ In-school suspension (ISS) ☐ Out-of-school suspension (OSS) ☐ Notification to Secaucus Police Department ☐ Psychiatric Evaluation ☐ Counseling

Section VIII - 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.

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, considering 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.

Section IX - School Dress Code and Uniform Policy

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.

The Secaucus Board of Education requires all students to wear school uniforms on a daily basis, including field trips. Students are to arrive at school wearing the appropriate clothing as defined in the dress code. The following is a list of clothing items in compliance with the uniform policy.

Approved Uniform Attire for Clarendon/Huber Street Schools

**ALL SHIRTS, SWEATERS, SWEATSHIRTS AND FLEECE MUST HAVE THE PROPER "SECAUCUS SCHOOL DISTRICT" EMBROIDERED LOGO

STUDENT DRESS CODE ATTIRE OPTIONS:

Tops:

- Polo Shirt - Red/White/Navy: Short Sleeve/Long Sleeve
- Turtle Neck - Red/White/Navy (NO EMBLEMS OR LOGO)
- Sweater - Red/White/Navy: V-neck, Crew neck, Cardigan or Vest
- Sweat Shirt - Red/White/Navy: Crew Neck (NO HOOD)
- Fleece - Red/Navy: Zippered Front or Pullover (NO HOOD)
- Jumper - Navy/Khaki: Cotton/Cotton-Polyester
- Peter Pan Blouse - White (NO LOGO)

Bottoms:

- Pants - Navy/Khaki: Cotton/Cotton-Polyester (NO CARGO PANTS OR LEGGINGS)
- Shorts - Navy/Khaki: Cotton/Cotton-Polyester
- Skirt - Navy/Khaki: Cotton/Cotton-Polyester
- Skort - Navy/Khaki: Cotton/Cotton-Polyester
- Capris - Navy/Khaki: Cotton/Cotton-Polyester
- Socks & Tights - Navy/Khaki/White/Red, Solid Color

Shoes:

ALL shoes must be securely fastened with a backing to the feet. Sneakers are strongly recommended for everyday use.

- Flip-flops, open toed shoes, slippers, and slide shoes are NOT permitted.
- Crocs are permitted ONLY in "sport mode", meaning the pivoting heel strap must be utilized when worn.
- Uggs boots or shoes are permitted, but NOT slippers or slides (all shoes must have a back).

****Please note: Shorts**

All students are permitted to wear knee length shorts until October 31st and again in the spring beginning April 15th, in a docker style in navy or khaki. Athletic shorts should reach the end of the finger tip in length.

Additional Information

- ❏ **Logo -** "Secaucus School District"- Embroidered on the left breast.
- ❏ "Secaucus Patriots" embroidery is not permitted to be worn at the Elementary School Level.
- ❏ **Lettering -** White Lettering on navy and red garments, red or navy lettering on white garments.
- ❏ **Crew Neck -** T-Shirts may be worn under polo shirts and/or sweaters. Peter Pan Blouses may be worn under sweaters or jumpers.
- ❏ **Clarendon/Huber Street Physical Education T-Shirt: Red, white, or blue (Sold by PTA only)**

Optional Item:

Track and Field shirts distributed by the schools' PTA may be worn on gym days. Gym uniform warm-up to be worn on days that children have gym. Navy jog pants w/stripe and navy jog jacket w/stripe embroidered with SECAUCUS SCHOOL DISTRICT LOGO. Jeans are not permitted to be worn on any day unless designated by the school Principal as a special event or fundraiser.

Uniform Vendors

Below are three vendors currently being used for the purpose of school uniforms. Pants, skirts, skorts and shorts can be purchased anywhere provided they are "Uniform Style" that are navy or khaki color and contain no labels or logos.

Kid's Fashion 3505 Bergenline Avenue Union City, NJ 201-866-1504	**Lobel's Uniform Outfitters** 5819 Bergenline Ave. West New York, NJ 201-864-1700 phone 201-864-2107 fax www.lobels.net
Land's End Mail Order Company 800-469-2222 www.landsend.com/school School Code Numbers: Clarendon School 900114349 Huber Street School 900114323 Secaucus Middle School 900114356 Secaucus High School 900114331	**EC Promos** Appointment Necessary Shop at home services Secaucus Area 201-988-1770 **Cover Stitches** 568 54th Street West New York, NJ 201-348-6699 www.coverstiches.com

Some families may be eligible for partial reimbursement for the cost of a uniform. Please contact the office of the Superintendent of Schools to obtain additional information.

Section X - 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.

What is an absence?

The State of New Jersey Administrative Code, (N.J.A.C. 6A:32-8.3) outlines what defines student absence and presence. Schools may only report student absence or presence with one of three codes:

- Present
- Absent
- Excused for Religious Observance or Take Your Child to Work Day

An absence is when students are not present and engaged in scheduled, board-sanctioned, educational activities in the building or at an approved external site with the teacher or teachers to which they are enrolled. Every other reason is considered an absence. Students must be in the building or in an approved external activity for four hours to be considered present.

It is understandable that students are susceptible to illness and that children will miss school days due to illness, however, any absence of eighteen total days may constitute in their retention.

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 main office with a medical note from a doctor and the school nurse on those dates. Until the excuse is provided, the teacher will grade the students 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 32 of the semester does not have to be accepted by the teacher. Students will also be reassigned to a study hall during their medically excused dates.

Excused Absences
There are only three occasions for an excused absence: approved religious observances, Take Your Child to Work Day and College Visits (see Table 1 above). These days do not count as absences for the observer. Approved religious observances, as with all acknowledged absences, require communication with the school prior to the holiday (e.g., a call to the school indicating the absence and reason) and a written note from the parent afterward.

Acknowledged Absences
Acknowledged absences are when students are not present, but not absent for a reason excused by the NJDOE. While they are not counted toward truancy, excessive acknowledged absences can have academic as well as disciplinary implications.

- Student illness supported by written and signed letter from parent/guardian/custodial adult (henceforth parent) upon return
- Student court appearance
- When IEP appropriate
- Student suspension (in school or out of school)
- Family illness or death supported by a written and signed letter from parents upon return
- Interviews with prospective employers or with admissions officers of institutions of higher education
- Driver's license exam (high school only)
- Necessary and unavoidable medical or dental appointments that cannot be scheduled for any other time
- An absence not listed above, deemed unexcused, but does not count toward truancy by the principal upon written request by the parent stating the reason for the absence and requesting permission for the absence to be unexcused, but does not count toward truancy

Unexcused Absences
Unexcused absence is when a student is absent from the school building school or a period without permission. This can also mean that the student or parent knowingly or unknowingly disregards compulsory education laws. For cumulative absences of ten or more, the pupil between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A: 38-27, and the Building Principal or designee.

Not Counted as Absences

- Bedside Instruction: For extended, documented, and medically necessary absences and upon approval, students will be assigned in-home tutors. These days are not considered absences.
- External Instruction: For high school students only. Upon prior approval of the principal, students may engage in instruction at other institutions (e.g., instruction at colleges and universities, student exchanges, etc.)
- Field Trips: Field trips are content relevant, principal- and school board-approved extensions of the school day to alternate learning locations and are not considered absences.
- In-School and Out-of-School Suspensions: Suspensions are disciplinary consequences for various rule infractions, but are not counted as absences.

Reporting an Absence

When a student is going to be absent, the parent, will contact the school's main office*. Notification is required no later than 30 minutes after the start of the school day. Students being reported later than 30 minutes will be recorded truant until the reason for the absence is determined.

School Absence Hotlines

School	Number
Clarendon	201-974-2010, Option 1
Huber Street	201-974-2053, Option 3, then Option 1
Millridge School	201-974-2053, Option 1, then Option 1

After the Call

If the student is not reported absent by the parent, the school will call home via our automated calling service. If you answer, then the absence is acknowledged in our system. If you do not answer, the student is listed as unexcused and the Residency and Truancy Officer (RTO) will be dispatched to your home to ensure the child's safety and to determine the cause of the absence. The RTO will introduce himself and show official SPSD identification.

Extended Trips When School Is in Session

Every day a student is absent from school represents lost educational opportunities. The SPSD strongly discourages students going on extended trips while school is in session. We understand that there are extenuating circumstances that might warrant travel during the school year. If this does arise, parents must notify their school's principal of their intention to travel in writing before booking any extended travel plans when school is in session. Unless they coincide with approved religious observances, absences accrued during trips while school is in session, regardless of duration or nature will be considered absences.

Additionally, if your child is going to miss ten (or more) consecutive days of school (due to traveling) you must dis-enroll your child from our school system. You may re-enroll your child when you return, however, you must go through the entire registration process upon your return. Please note that the roster spots (in specific classrooms) are not guaranteed. Furthermore, if the student travel causes the student to meet or exceed an absence threshold, the student and parents will be held accountable for consequential action (see Discipline Schedule below)

N.J.A.C. 6A:16-7.6 outlines consequential action related to absences.

Absence Offense and 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)***

Students who experience an illness of 3 consecutive days or more must present a physician's note to the main office upon their return to school.

- Failure to provide documentation may result in the student being sent home by the school nurse.

Parents will be informed of student attendance regardless of if the absences are excused or unexcused. Letters will be sent after students have missed 5 days of school, and then letters will be sent every 5 days after the 10 days.

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 3 Absences	● Monitoring by school office staff ● Identify patterns of absences; if pattern exists, consult with parents to formulate absence reduction plan ● Students who experience an illness of 3 consecutive days or more must present a physician's note to the main office upon their return to school. ○ Failure to provide documentation may result in the student being sent home by the school nurse.
Up to 4 Absences	● 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 ● Submission of attendance/tardies to the Superintendent ● Documentation submitted to district truancy officer
At the 15th Absences	● Same as above ● 2nd referral case to municipal court, when deemed necessary ● Re-submission of attendance/tardies to the Superintendent ● Documentation submitted to district truancy officer
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.

Absence Appeals Process

Unforeseen factors may cause excessive absence. It is recommended that parents proactively communicate with the school administration in regards to absenteeism. In the event of receiving excessive absence notification indicating no credit status or retention, a parent can petition the school principal within five days of receipt of the letter. A school Attendance Review Committee will convene to review the case. The Attendance Review Committee will decide the case and report its findings within seven school days of the meeting.

A decision by the Attendance Review Committee may be appealed to the Superintendent of Schools and the Board of Education within the established guidelines.

For More Information

- Contact your school's main office or see the following documents:
- Secaucus School District Policy 5200
- N.J.A.C. 6A:16-7.6
- N.J.A.C. 6A:32-8.3
- 2015-2016 NJDOE Listing of Excused Religious Observations

Residency and Truancy Officer (RTO)

The RTO shall serve the educational process by ensuring students develop and maintain good attendance practices and that parents support the attendance requirements of the school district.

Potential Retention - Attendance

An elementary student will be retained at grade level, in accordance with Policy No. 5410, when he/she has been absent twenty or more school days, whatever the reason for the absence, except that absences for the observance of religious holidays and during a student's suspension will not count toward the total. Exceptions to this rule may be made for students whose absences are excused and who have demonstrated through completion of home assignments and/or home instruction that they have mastered for the proficiencies established for the assigned courses of study.

Tardiness Policy

Students who arrive at school after 8:25 a.m., must immediately report to the main office upon entering the building. Parents will be informed of student tardiness regardless if the tardies are excused or unexcused. Letters will be sent for every 5 days after 5 days tardy.

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 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.

Early Dismissal

Early dismissals may be granted when a parent/guardian finds it necessary to leave school before the end of the day. The student must bring a note to the office upon arriving at 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 XI - Elementary Standards-Based Grading

Reporting Student Progress

Standards-based report cards allow specific, individualized feedback as to what every child should know and be able to do at each grade level in all subjects. This Standards based report card is designed to give parents more and better information about how their children are progressing and is an exciting step for the district as we work towards ensuring that all students are successful.

Standards-based report cards are available every trimester to view on the Realtime Parent Portal site. Progress reports are mailed home during the midpoint of each marking period to students who are not working to their full potential. Parent conferences are scheduled in the fall and parents or the teacher may request a conference at any other time during the school year.

Advantages of Trimesters

Research shows trimester grading periods are more developmentally appropriate for elementary and students.

- Provides more time for students to learn and demonstrate proficiency
- Provides longer time at the beginning of the year for students to acclimate to new school, classroom, and schedule before baseline testing and grading for first report card
- Provides more time for teachers and parents to identify and correct areas of concern during the grading period
- Fewer marking periods reduces time needed for testing, which allows more time for direct instruction
- Provides more flexibility for teachers to pace curriculum and ensure student mastery of instruction.

Standards-Based Report Cards Grading Information - Grades K-2

Key for Proficiency Level

4 - Exceeding the Standard Efficiently and independently extends and applies key concepts, processes, and skills beyond grade level.

3 - Meeting the Standard Consistently grasps and applies key concepts, processes, and skills on grade level.

2 - Approaching the Standard Occasionally grasps and applies key concepts, processes, and skills on grade level.

1 - Needs Support Rarely grasps and applies key concepts, processes, skills needed to meet grade level; Area of concern that requires support.

Behavior and Special Area Indicators

P - Proficient Actively participates, cooperates, and applies skills

A - Approaching Progressing towards level of proficiency

I - Improvement Support needed to meet level of proficiency

Standards-Based Report Cards Grading Information - Grades 3-5

Academic Indicators

A+ 97-100	C+ 77-79
A 93-96	C 73-76
A- 90-92	C- 70-72
B+ 87-89	D 68-69
B 83-86	F Below 68
B- 80-82	

Key for Skill Indicators

P- Proficient (85%-100%) - Consistently grasps and applies key concepts, processes, and skills on grade level

A- Approaching (75%-84%) - Occasionally grasps and applies key concepts, processes, and skills that demonstrate progress toward grade level

I- Improvement Needed (74% and Below) - Area of Concern: Rarely grasps and applies key concepts, processes, and skills needed to meet grade level

Honor Roll

Students in grades 4-5 will be named to the Honor Roll when they:

- To achieve honor roll, a student must receive 4 grades of an A-, A or A+ in major subject courses (Language Arts, Mathematics, Science, and Social Studies).
- No grade lower than B+ on the report card.
- A student receiving an average of 90 in either Math or ELA should not receive more than three (A) Approaching in the skill indicator sections of the subject.
- For the first and second trimesters, the student must earn an (A) Approaching **or** (P) Proficient as an indicator in all skill areas under all subjects.
- For the third trimester, the student must have earned all (P) Proficient indicators in all four major subjects.

*Student can not receive an (I) Improvement Needed for any of the indicators in subjects which include: Physical Education, Spanish, Computers, Health, Art, and Music.

Section XII - Student Assessments

Student Assessments

Data helps us make decisions about instruction, strategies, materials, and appropriate interventions for students. We use the phrase "data-informed decision-making" to describe this practice that is being used by schools all over the country. Your children will participate in several opportunities to show us what they know and can do throughout their time in school. This begins as early as kindergarten when we evaluate a student's awareness of the sounds and letters that make up our language. It continues through a series of group and/or individually administered assessments in subsequent years.

Standardized Testing

The objectives of the standardized testing program are to measure individual growth of students, to compare growth of individuals and groups with other groups, to assist in individualizing instruction, to help identify individual and group strengths and weaknesses, and to help pupils plan for their future educational and vocational goals.

National and local comparisons are used for reporting test scores. With the information that these provide, it is possible to determine the performance of Secaucus students in relation to other students in the district as well as in relation to students throughout the nation.

- New Jersey Student Learning Assessment – ELA, Math and Science
- Start Strong Assessment - ELA and Math

District Assessments

Students are tested throughout the year using the district tool - Renaissance which measures student growth in Language Arts/Reading & Math.

Section XIII - Pupil Records

In accordance with State mandate, the following student records must be maintained:

1. Personal data which identifies each pupil enrolled in the district, including name, address, date of birth, name of parents and /or guardians, citizenship, and sex; but may not include data which indicates religious or political affiliation of the pupil or parents unless requested to do so by the parent, or labeling of the pupils as illegitimate.
2. Record of daily attendance.
3. Descriptions of pupil progress including courses taken and evaluations made. Grade level (or other program) assignments must also be recorded.
4. Health history and status records compiled in accordance with State regulations including results of any physical examinations given by qualified district employees.
5. All other records required to be kept by State regulations including classification records of handicapped children for specific education purposes.

In accordance with Board of Education policy, permission has also been granted to compile the following data regarding individual pupils:

1. Observations and ratings of individual pupils by professional staff members acting within the sphere of competency;
2. Samples of pupils' work;
3. Information obtained from professionally acceptable standard instruments of measurement such as: interest inventories, aptitude tests, vocational preference inventories, achievement tests, and standardized intelligence tests;
4. Authenticated information provided by a parent or adult concerning achievements and other school activities which the parent wants to make a part of the record;
5. Verified reports of serious or recurrent behavior patterns;
6. Extracurricular activities and achievements;
7. Academic honors earned.

Section XIV - 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 composed of a school psychologist, learning disabilities consultant, school social worker, behaviorist and/or speech pathologist. The Child Study Team works collaboratively with school personnel and parents to evaluate students in need and provide support as deemed appropriate in the least restrictive environment. Please contact the Department of Special Services 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 students or special education students in Kindergarten through grade 12 at the student's home or another suitable out-of-school setting such as a hospital, library, 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 I&RS committee which includes administrators, teachers, and counselors who review and plan strategies to assist students in maximizing their potential." This committee may accept referrals from parents, guardians and teachers to review 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 XV - Family Educational Rights and Privacy (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents/guardians certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. To inspect and review the student's educational records.
2. To request the amendment of the student's educational records to ensure they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. Generally, schools must have written permission from the parent/guardian or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Section XVI - Health Services

The health services program is designed to appraise, protect and promote the optimum health of students and school staff. Qualified medical personnel provide the following services.

Administration of Medication - When necessary for the health of the child, the school nurse will administer medication as prescribed by the child's physician. The request for this service must be submitted in writing. Special instructions for administration of the medication from the child's physician must be included. All medication should be sent in original pharmacy labeled containers, and transported by an adult. School medication form must be completed by your healthcare provider. It is against state laws for the school nurse to administer medication without a doctor's written order. Therefore, no students will be given medication in school without a prescription.

Emergency Care - Emergency care for pupils who become ill or are injured at school is given promptly, including such measures as rest, external applications of heat or cold, temporary dressing and ordinary nursing measures directed toward the comfort and safety of the ill or injured individual.

Requirements for New Students - The school nurse will obtain a student's complete medical history requirements prior to the new student attending class. Your health care provider shall provide a medical examination and a copy of the most recent immunization record. If necessary, recommendations will be made concerning the need for further examination.

Immunizations - NJ state law requires certain immunizations for all students attending New Jersey schools. Please submit the most recent immunization record from your healthcare provider. Parents of students who require specific additional immunizations are notified on an individual basis.

Communicable Diseases - Parents are requested to report all communicable or infectious diseases to the school nurse. This permits school personnel to institute procedures to prevent the spread of such disease to others in our school population and to report the diseases to the local Department of Health for monitoring. Reportable diseases are: Chicken pox, German measles (rubella), measles, mumps, streptococcal infections, staphylococcal infections, influenza, hepatitis, mononucleosis, meningitis, encephalitis, venereal diseases, tuberculosis, also cases of pediculosis (head lice), ringworm, and impetigo. Students need to either be medically cleared by their healthcare provider, in writing, or be fever free and symptom free for at least 24 hours before returning to school.

Bedside Instruction - Beside instruction is provided to students during extended absences. Application for beside instruction must state the reason for which such instruction is requested, the possible duration of the confinement, and be signed by the attending physician. (This service will only be provided only for absences expected to last ten or more school days.) Instruction will take place at the student's home or hospital where the student is confined. If instruction takes place at the home of the student, a supervising adult must be present. No home instructor will be asked to enter a home of an unsupervised child for the purpose of providing beside instruction.

Section XVII - Pre-K and Kindergarten Registration

Pre-K and Kindergarten Programs

Secaucus Public Schools provide partial day pre-kindergarten and full day kindergarten programs that focus on developing each child's social, emotional, and academic skills.

Pre-Kindergarten Program

The Pre-K building is located at 40 Millridge Road, Secaucus, NJ. The Pre-Kindergarten program is a half day program, available to 4-year-olds. This program focuses on the whole child, addressing the social, emotional, physical, creative and intellectual needs of the young child. The Pre-K program is committed to promoting this full development through a sequential approach of pre-academic readiness skills in a non-competitive setting. Students' progress at their own rate and according to their individual interests and abilities. The curriculum for the Pre-Kindergarten is drawn from the unique needs and learning styles of the young child, it is therefore child-centered. Children are enrolled on a first-come/first-served basis and placement in the a.m. or p.m. program is based on the class enrollment. Parents do not have the option to choose which segment of the program their child is enrolled.

Pre-Kindergarten Registration

Pre-Kindergarten registrations will take place at both elementary schools in both schools and those dates will be advertised. See www.sboe.org for specific dates, times and the required documentation needed.

Children who are, or will be four years of age by October 1st of the year of entrance are eligible to attend the Millridge School.

Kindergarten Registration

Kindergarten registrations will take place at both elementary schools in both schools and those dates will be advertised. See www.sboe.org for specific dates, times and the required documentation needed.

Children who are, or will be, five years of age by October 1st of the year of entrance, should be registered at the elementary school that is nearest to their home. Students entering first grade must turn six by October 1st.

Section XVIII - Curriculum and Instruction

The Secaucus School District seeks to develop lifelong learners who value knowledge and understanding. Our schools are places of innovation where teachers, staff, and students alike are encouraged to be curious and take risks in teaching and learning. Our staff work closely with one another to model a culture of collaboration and open communication. We value rigorous learning and high academic achievement for all students, and we believe there are many pathways to success.

Elementary students spend time each day mastering Language Arts and Mathematics skills, along with Science and Social Studies. Students participate in Physical Education, Health, Music, Art, Spanish, Computer and Library classes on a weekly basis as well.

Our Pre-K - 5 curriculum is aligned to the New Jersey Student Learning Standards, integrating technology and interdisciplinary learning opportunities across all subjects. Students participate in a variety of opportunities to engage with learning outside the classroom.

Curriculum is regularly reviewed to ensure that students are meeting the highest academic standards and are gaining the skills they need to thrive. This includes developing students' proficiency with critical thinking, problem solving, research, technology, collaboration, literacy, leadership and wellness.

The link to access the Pre-K to 5th Grade Curriculum is located on the Secaucus School District website.

Social Emotional Learning (SEL) Integration

SEL in the classroom takes shape in a variety of ways. It is promoted through explicit instruction, often using an evidence-based program, and should also be integrated across classroom instruction and academic curriculum. SEL plays an important role in the classroom climate—for example, how teachers build relationships with students, how students build relationships with each other, and how conflict and discipline are addressed.

It's important to remember that students develop socially and emotionally at the same time they are developing academically.

SEL consists of five key skills:

- Self-awareness - recognition of one's own emotions, personal goals and values
- Self-management - regulation of one's own emotions and behaviors
- Social awareness - understanding of and compassion for others' backgrounds or cultures
- Relationship skills - ability to establish and maintain healthy relationships
- Responsible decision-making - making positive choices involving one's own behavior

These five key skills are essential for success in virtually every area of life, from education to employment to family and community relationships. Integrating SEL into the classroom not only creates better academic outcomes, it also gives students a firm foundation to operate successfully once their academic career is complete.

Section XIX - Intervention and Referral Services

Basic Skills Education

Basic Skills instruction is based on an annual assessment of educational needs and is individualized for pupils in grades Kindergarten through Fifth Grade.

Basic Skills is a supplemental program for both Mathematics and Reading. Criteria for admission are determined by:

- Test scores from school assessments are used to screen students.
- Teacher recommendations which include the Reading Specialist, Homeroom teacher, and Child Study Team.

Instructors work closely with the school principals, guidance counselors, classroom teachers and parents of participating children in the planning of each year's total program. The instructors maintain an on-going evaluation of each student's progress. Parents are kept informed through parent conferences and progress reports. At the end of the year, students are re-evaluated by the staff, by the classroom teacher, and by standardized tests to determine growth in program areas.

English as a Second Language (ESL)

The goal in the ESL program is the acquisition of English skills in listening, speaking, reading, and writing. Each grade level is divided into three parts: Beginner, Intermediate, and Advanced Skills.
The program is individualized as much as possible. The entire program exercises different modules and integrates reading, writing, memory training and visual perception for more extensive learning. A total immersion strategy is implemented.

Speech and Language Services
Speech and language services are available to students identified as having communication problems in areas such as articulation, fluency, voice and language. Clinicians provide speech/language therapy and when necessary, consult with the basic Child Study Team.

Section XX - School Wide Programs

Extra-Help Sessions
Each teacher will provide ½ hour of supplemental instruction per week. This instructional time may be held before or after the regular school day. Check with your child's teacher for specific days and times.

Gifted and Talented Education
The Secaucus School District recognizes that there are children who possess academic and creative skills beyond the normal range. It is the responsibility of the staff to identify these students and provide educational programs, which will enable them to make full use of their potential and talents.

The elementary academic gifted and talented program is structured to meet the needs of the especially and/or potentially outstanding students by giving them an opportunity for more varied and in-depth experiences than are normally possible in the regular classroom.

The program is to achieve four goals: To foster critical thinking skills through various problem solving activities, to enable gifted children to pursue self-initiated learning activities through the process of advanced inquiry and independent study, to increase higher levels of productive thinking, and to reinforce a positive self-concept in gifted children.

Selected students in Second through Fifth Grade meet for one period per week. All students are screened annually. The student must meet the criteria outlined for entry in the Gifted and Talented program in order to maintain their placement.

Safety Patrol
Safety Patrol is a voluntary organization open to students in grades four and five who are interested in promoting safety in our building and school grounds. The primary objective of the patrol is to foster qualities of leadership, citizenship and responsibility among those who participate. A teacher advisor coordinates activities for the program.

Student Government Organization (SGO)
A team of intermediate students, elected by their peers, work together to coordinate activities within the school and the community. This organization is led by teacher advisors. The goal of the program is to promote communication between students, faculty, and staff.

Chorus
Students are encouraged to join the chorus beginning in the fourth grade. Throughout the school year, students have many opportunities to perform for both their school and community.

Concert Band
This program affords students the opportunity to learn how to read music and play a musical instrument. Students begin their training in grades four and five and move on to the concert band as their skills progress.

School Newspaper

With the guidance of a teacher advisor, students research, write, edit, and revise articles to produce a school newspaper, focusing on current issues within the school.

Parent Teacher Association (PTA)

The PTA is a self-governing unit welcoming into its membership parents, teachers, and all other citizens interested in the well-being of their community's children. Through PTA meetings, members gain knowledge of the child – his/her growth, development, needs and environment. Recognizing that a child's education takes place not only in the classroom, the PTA assumes the responsibility of initiating and sponsoring programs and activities that will ultimately assist in building a better community for all.

Guidance

Guidance services are available for every student in the school. These services include assistance with education information, study helps, help with home, school, and/or social concerns, or any question the student may feel he/she would like to discuss with the counselor.

- Clarendon School Counselor: Dawn Doering, 201-974-2021
- Huber Street Guidance Counselor: Jamie Viggiano, 201-974-2057

Field Trips

Field trips play an important role in the school's educational program and supplement classroom learning by:

1. Giving students an opportunity to observe and investigate outside of the school environment;
2. Enriching students' educational and cultural background;
3. Discovering that learning can be an exciting and interesting experience;
4. Developing social awareness;
5. Helping students recognize that learning is a continuous process that takes place throughout life and not just in the classroom.

Students are required to wear uniforms for all field trips unless otherwise noted.
Parents will be notified in advance when a field trip is planned, and the child will bring home a permission form for the parent/guardian's signature.

Section XXI - Homework Policy

Teachers plan assignments so that work can generally be completed within the time guidelines. Time spent completing a task will greatly vary from child to child, so parents are encouraged to notify the teacher if the work cannot be completed on time.

The standards established by the teacher may have to vary with the type of assignments and with the individual differences of students. The expectations are that the homework should be complete, legible, and on time. Students should learn that the quality of their work is a reflection on them.

Purpose of Homework

The type of homework assigned will depend on the purpose of the homework assignment. There are various types of homework: preparation, practice/reinforcement, extension and creativity and preparation. However, in all situations, homework should be based upon and reinforce previously taught lessons and not be new to the student.

The Parent's Role is:

- To provide a suitable place for study;
- To establish with the student a regular routine for homework;
- To promote a positive attitude toward homework;
- To assist the student in obtaining missing homework in the event of absence;
- To refer to school and teacher websites for updated information.

The Teacher's Role is:

- To provide appropriate homework that refers to assignments which:
    - Review the day's lessons;
    - Prepare students for future lessons;
    - Provide practice in developing skills;
    - Are clearly related to skills/topics of the lesson;
    - Are not unnecessarily long and repetitive;
    - Are given to advance knowledge, not to punish.

Homework per Grade

Kindergarten: Homework is not generally given at this grade level at the beginning of the school year. However, as students master language and math readiness skills, assignments will be provided.
Grades 1 and 2: ½ hour of homework each night.
Grades 3 and 4: ¾ hour of homework each night.
Grade 5: One hour of homework each night.

The suggested length of time per grade level refers to the approximate length of time the average student would require to complete the assignment. Assignments may vary from child to child depending upon individual strengths and needs. Long-term assignments may be given at any grade level.

Section XXII - Technology and Computer Usage

Computer Network Policy - Acceptable Use of Computer Network/Computers and Resources

The Secaucus Board of Education recognizes that as telecommunications and other technologies shift the manner in which information is accessed, communicated, and transferred that these changes will alter the nature of teaching and learning. Access to telecommunications will allow each student to explore databases, libraries, Internet sites, bulletin boards and other such electronic sources, while exchanging information with individuals throughout the world. The Board supports access by pupils to information sources but reserves the right to limit use to materials appropriate to educational purposes. The Board also recognizes that telecommunications will allow students to access informational sources that have not been pre-screened by educators or Board of Education members. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as a just cause for taking disciplinary action, limiting or revoking network access privileges and/o0r instituting legal action. The Board provides access to computer networks /computers for educational purposes only. The Board retains the right to restrict or terminate student access to the computer network. The Board retains the right to have district personnel monitor network activity, in any form necessary, to maintain the integrity of the network and ensure its proper use.

Cell Phone & Electronic Device Usage

Cell phones, Smart Phones, Smart Watches and Electronic Devices are permitted but **must** be turned off and stored in backpacks. These items may not be turned on before school, during school or during after school extracurricular club activities. Students are not permitted to receive phone calls/texts during the school day. The Main Office will inform the student if there is a call from a parent/guardian. Cell phones, Smart Phones, Smart Watches and Electronic Devices will be confiscated if students use the device during the course of the school day. Parents/Guardians will be required to retrieve the item at the end of the day if a student fails to follow these guidelines.

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.

Repair/Replacement Charges and Fines for Chromebooks

Lost or Vandalized Chromebook	$275
Damaged Screen (Vandalized or after 2nd incident)	$150
Defaced / Vandalized Case	$50
Vandalized keyboard, keyboard module or trackpad	$50
Lost or Damaged Charger	$25
Late Return Fine	$20

Section XXIII - School Behavioral Threat Assessment Team

On August 1, 2022, Governor Phil Murphy signed into legislation, N.J.S.A. 18A:17-43.4, requiring the establishment of threat assessment teams in public schools The purpose of a threat assessment team is to provide school teachers, administrators, and other staff with assistance in identifying students with behaviors of concern, assessing those students' risk for engaging in violence or other harmful activities, and delivering intervention strategies to manage the risk of harm for students who pose a potential safety risk. Threat assessment teams' purpose is also to prevent targeted violence in the school and to ensure a safe and secure school environment that enhances the learning experience for all members of the school community.

Section XXIV - School Safety and Security

School Building Security

Security is of primary importance in the Secaucus School District All outside doors are kept locked during the morning and afternoon sessions.

- All visitors **must** present themselves to the Security Guard at the Main Entrance to be admitted.
- Parents/Guardians and other visitors are required to **report to the office upon entering** the building.
- All volunteers and visitors are required to **sign in and wear an identification badge** issued in the school office.

School Emergency Action Plan

A comprehensive school action plan is reviewed and updated annually. School personnel receive training from experts on how to respond to emergency situations and safety/security drills are conducted twice monthly. The Secaucus Board of Education has adopted an emergency/evacuation in all schools. Evacuation drills are conducted throughout the year.



Security Drills

In accordance with New Jersey State Law, security drills must be conducted twice per month (one security drill and one fire drill.) A plan to leave the building is posted in each classroom. Students should be aware of the evacuation plan for each class they attend.

During drills, students are to walk directly to their assigned exit and meeting area outside of the building. Silence and order are essential so that directions from teachers may be heard and quickly followed.

In accordance with state legislation, all safety and security drills must be announced to the school community. Following all security drills, the school will alert parents/guardians via call/text/email.

Rules to follow:

- Exit building in an orderly manner
- Students who are in the lavatories during the fire drill must exit with the nearest class, and follow the directions given by the teacher, who will then alert staff members via radio
- Report to specified area and stay with your class
- Report the name of any classmate that is missing to the teacher
- Attendance will be taken to ensure all students have cleared the building
- Maintain order and then return to the building when the signal is given

Section XXV - Transportation

The responsibility for making sure that a child arrives at school and returns home safely is shared by the staff, the Board of Education, parents and children. Many children walk to school and crossing guards are posted at key intersections to assist them.

Bus transportation is provided for:

1. Kindergarten students who live more than 2 miles from school;
2. Students in grades 1-5 who live more than 2 miles from school;
3. All students who live in Harmon Cove/Towers;
4. Children identified by the Child Study Team.
5. All students who live in Xchange - Riverside Court

****A 3:40 p.m. late bus is provided for eligible students.**

SAMPLE BUS SCHEDULE (SUBJECT TO CHANGE)

Regular Pick-up Time	Delayed Opening	Pick-Up Points	Destination	Approximate Return Time
7:55 AM – Bus #64	9:55 AM	Harmon Cove/Towers	Clarendon Gr. K / 1	3:15 PM – Bus #64
7:45 AM – Bus #66	9:45 AM	Osprey Cove	Clarendon Gr. K - 6	3:15 PM – Bus #66
7:55 AM – Bus #66	9:55 AM	Harmon Cove/Towers	Clarendon Gr. 2 / 3	3:20 PM – Bus #66
7:55 AM – Bus #65	9:55 AM	Harmon Cove/Towers	Clarendon Gr. 4 / 6	3:15 PM – Bus #65
7:55 AM – Bus #59	9:55 AM	Harmon Cove/Towers	Clarendon Gr. 5 only	3:20 PM – Bus #59
7:40 AM – Bus #49	9:40 AM	County Ave. N. 700 odd #'s	Huber Gr. K-6	3:15 PM – Bus #49
8:00 AM – Bus #49	10:00 AM	County Ave. N. 700 even #'s	Huber Gr. K-6	3:30 PM – Bus #49
7:45 AM – Bus #50	9:45 AM	County Avenue South	Huber Gr. K-6	3:20 PM – Bus #50
7:45 AM – Bus #60	9:45 AM	County Ave. Below 153	Huber Gr. K-6	3:15 PM – Bus #60
8:00 AM – Bus #60	10:00 AM	160 County Ave. & Below 152	Huber Gr. K–6	3:25 PM – Bus #60
7:50 AM –Bus #39	9:50 AM	XChange @ Secaucus Junction	Huber Gr. K /1	3:20 PM – Bus #39
8:00 AM – Bus #39	10:00 AM	Washington Avenue Only	Huber Gr. K-6	3:30 PM – Bus #39
7:50 AM – Bus #49	9:50 AM	XChange @ Secaucus Junction	Hubert Gr. 2/3	3:25 PM – Bus #49
7:50 AM – Bus #60	9:50 AM	XChange @ Secaucus Junction	Huber Gr. 4/5/6	3:20 PM – Bus #60
7:55/8:00 – Bus #53	9:55/10:00	Liberty Ct./Roosevelt Avenue	Huber Gr. K-6	3:15/3:20 – Bus #53
7:50 AM – Bus #52	9:50 AM	Riverside Court	Huber Gr. K-6	3:10 PM – Bus #52

Parents/Guardians of students from Huber Street District attending Clarendon School will be contacted.
PICK-UP TIMES MAY BE ADJUSTED

Bus Behavior Guidelines

We believe all students can behave appropriately and safely while riding on a school bus. We expect all students to conduct themselves in a manner which allows the driver to operate the bus without distraction. We will not tolerate anyone stopping drivers from doing their jobs or preventing other students from having safe transportation.

The following rules **must** be followed on the bus:

- Follow the bus driver and bus aide's directions
- Seat belts must be worn and properly buckled
- Stay in your seat
- Keep all parts of your body and objects in the bus
- No pushing, shoving, or fighting at any time
- No eating, drinking, or spitting while on the bus
- Proper language must be used at all times

If a students' behavior is inappropriate, the following consequences are applied:

1st Incident	Verbal warning from the bus driver or bus aide.
2nd Incident	Driver stops the bus, writes down the student's name. The student's name is given to the principal for disciplinary action.
3rd Incident	Driver stops the bus, calls the Transportation Supervisor. Name given to the principal who then contacts the parent/guardian.
4th Incident	Driver stops the bus, calls the Transportation Supervisor who contacts the parent/guardian. The student loses bus privileges.

The policy must be discussed with your child to be sure it is understood.

Section XXVI - Food Services Program

Breakfast/Lunch Program

Secaucus participates in Maschio's School Lunch Program, and students may be provided free or reduced price breakfast/lunches, according to the guidelines of that program.

Applications are sent home with all students at the beginning of each school year. All lunches are planned to offer well-balanced, nutritional meals.

Menus are published in advance, and are visible on the lunch program website. Lunch accounts can be replenished via cash, check or online at www.maschiofood.com or www.payschoolscentral.net/

You want to confer with a teacher: Contact your child's guidance counselor to arrange a conference.

Your child is having a problem in school: Contact your child's teacher or guidance counselor for help. If the problem is not resolved, contact the building principal.

Section XXVII - Frequently Asked Questions

Your child becomes ill at school: A student who becomes ill during school hours is taken to the nurse's office. If it becomes necessary to send your child home because of illness, you will be notified and requested to provide transportation. Please make sure that the school has the correct home address and telephone number, work number of parents/guardians, and names and telephone numbers of emergency contact persons.

Homework assignments requests: You may get this information by contacting the school and leaving a message for the teacher. Parental requests for schoolwork should be received PRIOR TO LUNCHTIME in order for work to be sent to the main office and available for pick up AT THE END OF THE SCHOOL DAY.

You are planning a family vacation: We respectfully request that you honor the Secaucus School District calendar. We strongly believe that it is essential for your child to be in attendance every day and only be excused when there is an illness or extenuating circumstances. If there should be an occasion that necessitates a family trip, we recommend that you engage your child in the following ways to maintain your child's reading, writing, and basic computation skills.

- Read on a regular basis
- Write a creative writing piece
- Keep a vacation log or journal
- Practice math facts and spelling lists

Please understand that many activities generated in the classroom require teacher direction. ****Teachers are not required to provide school work for your child on a family vacation.**

Your child is absent: Please call the appropriate school by 8:20 a.m. to report your child's absence.
Clarendon – 201-974-2010 Huber St. – 201-974-2053

You want a message delivered: This is not a practice that is normally granted. Only emergency messages may be delivered to students upon the discretion of the principal. In case of an emergency, relay the message to the building principal or secretary and it will be transmitted to the student upon review.

A lunch or instrument is left home: Deliver it to the school office with the child's name on the lunch or instrument and the office will have your child come to the office to pick up the item.

Your child loses something on a school bus: Call the school office and report the loss. The article will be traced from this point and you will be notified if it is found by the transportation department. Students are discouraged to bring in video and all electronic devices as it is not the school's responsibility if they are lost. The use of cell phones or electronics are not permitted on the school bus.

You change your address or telephone number: Please contact the school immediately.

You plan to move: Please give the school office the information needed to prepare a transfer card for you to take to your child's new school. Upon official request, all school records will be mailed directly to your new school district.

Your child leaves something in his/her classroom: Please contact the main office if your child left something needed in the classroom. For safety reasons, an authorized school employee must accompany the child. Students are not permitted to re-enter the building after 3:30pm.

Your child is celebrating a birthday: If you choose to celebrate your child's birthday in school, we do not celebrate birthdays with any food items. We encourage birthday celebrations to include books, games, free-time, etc. If your child desires to bring something to share, we encourage a novelty pencil, a small (non-food) grab-bag party favor or something they can all enjoy. The policy is aimed at two important areas. First of all, we do NOT want to send children the message that food is a reward. Also, regardless of whether or not your child has a classmate with a food allergy or dietary restriction in their class THIS YEAR, someday they will. School classrooms have become nut free environments and no nut items are permitted in the school. Always consider allergies, ethnic and medical food restrictions. We will not allow food as the main focus of the celebration.

I**f your child needs to leave school during school hours**: A responsible adult with proper parental/guardianship permission must sign the student out in the school office. The responsible adult should report to security and complete the data in the sign-out form. For reasons of safety, students will be discharged directly from the office. Please refrain from signing out your child during school for appointments if at all possible. If you need to pick up your student early for an appointment, or special reason, **they must be picked up before 9th period which begins at 2:15 pm (12:00pm on one-session days**.)

Someone else is picking up your child: Always make sure that your child knows exactly who is picking them up. The teacher must also be aware of who is coming for your child and must be aware of any changes in your pick up plans. Please send the information to your child's teacher and the main office in a permission note whenever there is a change in your pickup schedule. All designated parties must be in the contact information in Realtime in order for a child to be released to an individual.

You have pertinent papers to share with the school: Please come into the school if there are any official documents that must be downloaded into Realtime. https://www.fridayparentportal.com/portal/security/login.cfm

Section XXVIII - Parent Acknowledgement Forms

SECAUCUS SCHOOL DISTRICT

DISTRICT ELEMENTARY UNIFORM POLICY

Pre-Kindergarten through Grade 5

Updated: August 2023

PARENT ACKNOWLEDGEMENT FORM

Dear Teacher(s),

I have read the Elementary Uniform Policy and discussed it with my child.

Name of Student:
(Please Print)

_____
First Name Last Name

_____ _____
Grade Room Number

Name of Parent:
(Please Print)

_____
First Name Last Name

_____ _____
Signature of Parent Date

SECAUCUS SCHOOL DISTRICT

ELEMENTARY ATTENDANCE/TARDINESS POLICY

Pre-Kindergarten through Grade 5

Updated: August 2023

PARENT ACKNOWLEDGEMENT FORM

Dear Teacher(s),

I have read the Elementary Attendance/Tardiness Policy and discussed it with my child.

Name of Student:
(Please Print)

_____

First Name Last Name

_____ _____

Grade Room Number

Name of Parent:
(Please Print)

_____

First Name Last Name

_____ _____

Signature of Parent Date