26-27

# Secaucus High School

# Student Handbook

TABLE OF CONTENTS


Faculty Email Directory 6
Academic Quarters 8
Bell Schedule 9
**Section III - Lunch Block 9**
**Section IV - Academic Information 10**
SHS Grading System 10
Grade Point Average (GPA) & Calculating GPA/Honor Roll 10
**Section V - School Counseling 13**
School Counseling 14
**Section VI - Special Education 14**
The Child Study Team 14
Home Instruction 14
Intervention & Referral Services (I&RS) 15
Section 504 of the Rehabilitation Act 15
**Section VII - School Rules, Policies, and Procedures 15**
Student Discipline 15
Internet Enabled Devices 16
Dating Violence in School 18
Student Identification Badges 21
Harassment, Intimidation, and Bullying (HIB) 22
Loitering/Trespassing 24
Property Damage & Vandalism 24
Smoking & Alcoholic Beverages 25
Substance Abuse/Random Drug Testing 26
**Student Code of Conduct, Character & Support 26**
Central Detention 27
**Repair/Replacement Charges and Fines for Chromebooks 35**
Student Due Process 38
**Section X - Attendance 38**
Attendance Schedule 39
School Absence Procedure 40
Physical Education Excused Absences 41
Tardiness to School 41
Field Trips 41
Make Up Work 41
Early Dismissal 41
**Section XI - Computer Use 42**
Electronic Mail (Email) 43

Public Posting areas (Google Classroom, Message Boards, Blogs, Etc) 43
Determination of Consequences for Violations 43
**Section XII - School Security 44**
Lockers 44
Fire/Emergency Evacuation/Security Drills 44
**Section XIII - Student Health Services 44**
**Section XIIII - Extra Curricular Activities 45**
**Section XV - General Information 46**
Fines 46
Flyers and Posters 46
Free and Reduced Lunch 47
Lost and Found 47
Student Records 47
Textbooks 47
Visitors 47
Working Papers 47

# Section I - District Information

**Mission Statement**

The mission of Secaucus Middle School is to provide a safe, secure, and engaging learning environment that will empower students to be productive, responsible, and self-directed individuals who strive for excellence and will be prepared for the needs and realities of a changing society.

**Affirmative Action**

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

**District Affirmative Action Officer(s)**

Ms. Amanda Jones & Mr. Dylan Caruso

**District Affirmative Action Team**

Jaime Viggiano
Dawn Doering
Felicia Chetrit
Tammy Hennessy

🔼Back To Top

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

Interim Superintendent of Schools..... Dr. Mark Toback
Business Administrator..... Ms. Grace Yeo
Assistant Business Administrator..... Mr. Pat Coccuci
Chief Academic Officer..... TBD

**Secaucus High School Administration**

Principal..... Mr. Steven Viggiani
Assistant Principal..... Ms. Amanda Jones
Supervisor of STEM..... Mr. Dylan Caruso
Supervisor of Humanities..... Mrs. Allison Cunniff
Supervisor of Guidance..... Mrs. Christina Wiswesser
Supervisor of Elementary Education..... Mrs. Felicia Chetrit
Director of Special Services..... Mrs. Tammy Hennessy
Athletic Director/Supervisor of Health and Physical Education..... Mr. Charles Voorhees

**Contact Information**

**Website:** https://shs.sboe.org/

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

**Main Office**

Vickie Nappo..... Ext. 2854
Michelle Eckert..... Ext. 2853

**Athletic Department**

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

**Guidance Department**

Christina Wiswesser, Guidance Supervisor..... Ext. 2039
Helen Bacigalupo, School Counselor..... Ext. 2037
Cate Suzano, School Counselor..... Ext. 2038
Tara Taveras, School Counselor..... Ext. 2079
Elise Todaro, School Counselor..... Ext. 1042

**Child Study Team**

Doreen Spiegel..... Ext. 2043
Jon Mimmo, Psychologist..... Ext. 2464
Krishalei Locquiao, LDTC..... Ext. 2076
Leslie Borbon, Psychologist..... Ext. 2071

**Intervention & Prevention Counselor**

Justin Pierce..... Ext. 2623

**School Nurse**

Victoria Henessy, Nurse..... Ext. 2026

Back To Top

# Faculty Email Directory

**Business/Family & Consumer Science**

Ms. Alexis Chisari achisari@sboe.org

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**Language Arts Department**

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Ms. Lauren Schneider lschneider@sboe.org

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Mr. Neal Czechowski nczechowski@sboe.org

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Ms. Julia Ziffer jziffer@sboe.org

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**Psychology**

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**Fine Arts**

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Ms. Kimberly Lindner klindner@sboe.org

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Mr. Eddie Roesing eroesing@sboe.org

**Music**

Mr. Robert Fournier rfournier@sboe.org

**Chorus**

Mr. Ilias Siafakas isiafakas@sboe.org

**Physical Education**

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Mr. Tom Curry tcurry@sboe.org

Ms. Amber Butler abutler@sboe.org

Ms. Natasha Magee nmagee@sboe.org

Mr. Garrett Norcross gnorcross@sboe.org

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Mr. Mario Mejia mmejia@sboe.org

Mr. Joseph Kubu jkubu@sboe.org

**World Language**

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Mrs. Yanet Beltran ybeltran@sboe.org

Mrs. Martha Rodriguez martharodriguez@sboe.org

**Science**

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Dr. John Ennis jennis@sboe.org

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**Social Studies**

Mr. Elliott Franklin efranklin@sboe.org

Ms. Sharon Kim skim@sboe.org

Mr. Evan Pope epope@sboe.org

Mr. Greg Lekakis glekakis@sboe.org

Mr. Keith Schneider kschneider@sboe.org

Ms. Deobrah Acevedo dacevedo@sboe.org

Mrs. RoseAnn Krajewski rkrajewski@sboe.org

**Special Services Teachers**

Mrs. Karen Rondi krondi@sboe.org

Mrs. Fury Baker fbaker@sboe.org

Mrs. Allison Urbanovich aurbanovich@sboe.org

Ms. Stacey Lee slee@sboe.org

Mrs. Leilani Carson lcarson@sboe.org

Ms. Mayda Cadena mcadena@sboe.org

Mrs. Dana Flanagan dflanagan@sboe.org

🔼Back To Top

# Academic Quarters

**Academic Quarters 2026-2027**

| | | |
|---|---|---|
| **Quarter 1** | Begins | September 9, 2026 |
| | Ends | November 18, 2026 |
| | Report Cards Available | November 23, 2026 |
| | | |
| **Quarter 2** | Begins | November 19, 2026 |
| | Ends | February 3, 2027 |
| | Report Cards Available | February 8, 2027 |
| | | |
| **Quarter 3** | Begins | February 4, 2027 |
| | Ends | April 20, 2027 |
| | Report Cards Available | April 21, 2027 |
| | | |
| **Quarter 4** | Begins | April 21, 2027 |
| | Ends | June 28, 2027 |
| | Report Cards Available | June 30. 2027 |

🔼Back To Top

# Bell Schedule

| Period | Full Day Session | | Half Day Session | | Delayed Opening | |
|---|---|---|---|---|---|---|
| **Homeroom** | 7:40 am | 7:46 am | | | 9:40 am | 9:46 am |
| **Period 1** | 7:46 am | 8:27 am | 7:40am | 8:04am | 9:46am | 10:14am |
| **Period 2** | 8:30 am | 9:11 am | 8:07am | 8:31am | 10:17am | 10:45am |
| **Period 3** | 9:14 am | 9:55am | 8:34am | 8:58am | 10:48am | 11:16am |
| **Period 4** | 9:58 am | 10:39 am | 9:01am | 9:25am | 11:19am | 11:47am |
| **Period 5 (10/11/12 Lunch)** | 10:42 am | 11:23 am | 9:28am | 9:52am | 11:50am | 12:18pm |
| **Period 6 (8/9 Lunch)** | 11:26 am | 12:07 pm | 9:55am | 10:19am | 12:20pm | 12:48pm |
| **Period 7 (6/7 Lunch)** | 12:10 pm | 12:51 pm | 10:22am | 10:46am | 12:50pm | 1:18pm |
| **Period 8** | 12:54 pm | 1:35 pm | 10:49am | 11:13am | 1:21pm | 1:49pm |
| **Period 9** | 1:38 pm | 2:19 pm | 11:16am | 11:40am | 1:51pm | 2:19pm |
| **Period 10 (After School Band/Chorus)** | 2:20 pm | 3:01 pm | | | 2:20pm | 3:01 pm |

# Section III - Lunch Block

During the High School lunch block, students are encouraged to use a portion of that time for academic/extra curricular needs. We encourage our students to become involved in extracurricular clubs and use this time to meet with club advisers, band, chorus, guidance, child study team, and/or peer tutors, when possible. Our hope is that students will expand their interests and continue to be motivated to seek extra help in order to support their development.

Students are welcome to visit our student-run café, Patriot Perk, during their lunch period. Students who wish to purchase items may do so using their school lunch account, credit or debit card, or tap-to-pay. Students may use their cell phones solely for the purpose of completing a purchase at Patriot Perk. Once the transaction is completed, the cell phone must be appropriately stored away and may not be used for any other purpose during the lunch period. Any use of a cell phone beyond the completion of the purchase is prohibited and may result in disciplinary action consistent with Board policy and school regulations.

🔼Back To Top

# Section IV - Academic Information

**SHS Grading System**

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

**Grade Point Average (GPA) & Calculating GPA/Honor Roll**

The Board of Education acknowledges the usefulness of a system of computing grade point averages and class ranking for secondary school graduates, both to inform pupils of their relative academic placement among their peers and to provide pupils, prospective employers, and institutions of higher learning with a predictive device so that each pupil is more likely to be placed in an environment conducive to success. The Board authorizes a system of class ranking, by grade point average, for pupils in grades 9 through 12 (Policy 5430). For Honor Roll, you must have a 3.0 or higher and no grade lower than a B-. For High Honor Roll, you must have a 3.5 or higher and no grade lower than a B+.

## Credits for Grade Placement

Course credits are based on the number of class periods per week a class is in session. Course credit is earned by passing the course. Students may not skip grade levels. The number of credits a student must earn to qualify for grade placement is:

| | | |
|---|---|---|
| **10th Grade:** 30 Credits | **11th Grade**: 60 Credits | **12th Grade**: 90 Credits |

**To maintain grade level status, a student must be enrolled in and have passed Physical Education and Health for each year of enrollment.**

**Incomplete Course Work**

At the teacher's discretion, a student may be given an incomplete for a maximum of 2 weeks beginning on the last day of the marking period. If the teacher approves the incomplete request, they will file a form with the appropriate guidance counselor that includes the assignment and due date.

**Report Cards**

All academic reporting, including mid-quarterly reports and report cards, will be communicated via the Realtime Parent Portal. Report Cards are issued at the end of each academic marking period. Mid Quarterly reports are issued at the mid-marking period point to students. Both of these grade reports are provided to parents and students in order for corrective action to be taken, should it be necessary. Parents are encouraged to check students' grades regularly via the Parent Portal (Policy 5420).

**Minimum Failing Grade**

Secaucus High School students shall earn a grade no lower than a 55 at the beginning of each semester (marking periods 1 and 3) in order to allow for the possibility of grade recovery and achieving proficiency

**Academic Integrity Policy** Secaucus High School is committed to fostering a culture of academic integrity, honesty, and responsibility. The Academic Integrity Plan is designed to guide students, teachers, and families in upholding the highest standards of ethical conduct in all academic endeavors.

I. **Definitions**:

- **Academic Dishonesty**: Any act that violates the principles of academic integrity, including but not limited to plagiarism, cheating, unauthorized collaboration, and submitting work not one's own (such as AI).
- **Plagiarism**: Presenting someone else's ideas, words, or work as one's own without proper citation.
- **Cheating**: Using unauthorized materials, information, or assistance during exams, quizzes, or assignments.
- **Unauthorized Collaboration**: Working together on assignments or assessments when not explicitly permitted by the instructor.
- **Fabrication**: Creating false information or citing nonexistent sources.

II. **Reporting & Procedures**:

1. **Teachers**: Any suspicion or evidence of academic dishonesty should be reported to the student's guidance counselor. A meeting between the guidance counselor, teacher, and student will be scheduled and a phone conference will be scheduled.
2. **Students**: Students are encouraged to report instances of academic dishonesty to a teacher or school administrator.

By adhering to this Academic Integrity Plan, Secaucus High School aims to create an environment where academic honesty is valued and upheld by all members of the school community.

**Valedictorian/Salutatorian**

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

**National Honor Society**

The National Honor Society recognizes juniors and seniors who exemplify the four pillars of scholarship, character, leadership, and service. To be considered for membership, students must hold a minimum cumulative GPA of 3.95 and must have completed, or be enrolled in, at at least one Honors or Advanced Placement course. Eligible students are invited to submit an application that includes a résumé outlining their leadership and service throughout high school, as well as a personal statement describing how they demonstrate the values of the NHS. All applications are reviewed by the National Honor Society Faculty Council, which determines final Membership.

**Foreign Language Honor Society**

The Foreign Language Honor Society is open to juniors and seniors who have demonstrated exceptional achievement in world language study. Candidates must have completed Level II of their chosen language with a grade of A- or higher and must be currently enrolled in Level III Honors. Students must also maintain an overall GPA of 3.95 and receive a recommendation from their world language teacher. Eligible students who meet these academic and character expectations may be considered for membership.

**Science National Honor Society**

The Science National Honor Society recognizes juniors and seniors who have shown strong commitment and achievement in the sciences. Candidates must be enrolled in a science course each year of high school and must have completed, or be enrolled in, at least one Advanced Placement science course prior to or during their senior year. Students must maintain a cumulative GPA of 3.95 and must hold at least a B+ average in all science classes. Applications are reviewed by the Science National Honor Society Faculty Council, which selects students for membership based on these criteria.

**Mu Alpha Theta (Mathematics Honor Society)**
Mu Alpha Theta is open to high school students in grades 10 through 12 who have demonstrated excellence in mathematics. Candidates must be enrolled at the school where their permanent academic records are kept and must have completed the equivalent of two years of college-preparatory mathematics, including algebra and geometry. Students must also have completed, or be currently enrolled in, a third year of college-preparatory mathematics and must be enrolled in or have completed an Advanced Placement mathematics course such as AP Precalculus, AP Statistics, or AP Calculus. To qualify, students must have earned an A in regular mathematics courses or a B+ in Honors or AP mathematics courses, and they must maintain a cumulative GPA of 3.95 or higher. Students who meet these academic standards may be considered for membership.

**National English Honor Society**
The National English Honor Society recognizes juniors and seniors who have demonstrated exceptional achievement in English studies. Candidates must hold a cumulative GPA of 3.95 or higher, maintain a GPA of 3.95 or higher in English for **two consecutive years, and must have completed or be enrolled in at least** one Honors or Advanced Placement English course. Students should also show a genuine interest in promoting scholarship in the Language Arts within the school community and beyond. Those who meet these criteria may be considered for membership.

**ATHS (American Technology Honor Society)**
The AmericanTechnology Honor Society recognizes students who demonstrate technological literacy, academic excellence, service, and leadership. Candidates must show strong skill in the use of technology, the ability to apply creativity and knowledge to real-world problem-solving, and an understanding of technology's role in society. Students must maintain a cumulative GPA of 3.95 or higher and must have completed, or be enrolled in, at least one Honors or Advanced Placement course. Eligible students should also demonstrate service through the use of technology to benefit the school or community, as well as leadership characterized by independence, integrity, confidence, initiative, and sound decision-making. Students who meet these expectations may be considered for membership.

**High School Graduation Ceremony**
The Board of Education shall award a State-endorsed high school diploma to prospective graduates at the graduation ceremony who have met all of the requirements adopted in accordance with N.J.A.C. 6A:8-5.1(a), (c), or N.J.A.C. 6A:8-5.2(d) and Board Policy 5460. The Board shall not issue a high school diploma to any student not meeting the criteria specified in the rule provisions referenced within this policy. Students with outstanding balances who fail to pay may be subject to loss of graduation tickets.

🔼Back To Top

# Section V - School Counseling

**School Counseling**

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

🔼Back To Top

# Section VI - Special Education

**The Child Study Team**

The Department of Special Services provides services for identified students ages three through twenty-one. Students with disabilities who are in need of special education and related services are identified and evaluated as per N.J.A.C. 6A:14. The Child Study Team is composed of a school psychologist, learning disabilities consultant, school social worker, and/or speech pathologist. The Child Study Team works collaboratively with school personnel and parents to evaluate students in need and provide 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 201.974.2068.

**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, rehabilitation program, virtual meet, or Educere when the student is confined due to a temporary or chronic health condition which precludes participation in their usual setting.

A parent's request for home instruction shall include a written determination from the student's physician documenting the projected need for confinement at the student's residence or other treatment setting for more than ten consecutive school days or twenty cumulative school days during the school year. The written determination from the student's physician shall be forwarded to the school physician, who shall either verify the need for home instruction or provide reasons for denial. The parent shall be notified

concerning the school physician's verification or reasons for denial within five school days after receipt of the written determination by the student's physician. (Policy 2412).

**Intervention & Referral Services (I&RS)**

All Secaucus schools provide services for identification and early intervention with students having academic, behavioral, or other problems which may interfere with a successful school experience. In some instances, parents/guardians may know of conditions at home which, while not currently affecting school performance, present a risk factor requiring assistance. Each school has a school resource committee which includes teachers, administrators, and counselors who review and plan strategies to assist students in maximizing their potential." This committee accepts referrals from parents, guardians and teachers when students experience difficulty in school (Policy 2417).

**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 2418).

**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. (Policy 5561).

🔼Back To Top

# Section VII - School Rules, Policies, and Procedures

**Student Discipline**

The 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. (Policy 5600).

**Internet Enabled Devices**

***To promote academic engagement, limit distractions, and support the well-being of students, the New Jersey Department of Education is requiring school districts to adopt a bell-to-bell policy to limit***

***student use of internet-enabled devices during the school day. At a minimum, schools must prohibit the use of personal internet-enabled devices during the entirety of the school day for students in kindergarten through grade 12.***

Secaucus High School understands the importance of cellular/smartphones from an emergency and safety standpoint. The use of cellular phones for Secaucus High School will be banned "bell to bell" as per the New Jersey Department of Education. Please use this link for more information on the new law and student digital wellness.With the adoption of this policy, each student who brings an internet-enabled device to school is expected to turn off their internet-enabled device and store it in their backpack, locker, or other bag throughout the entire school day. All students are issued school lockers at the beginning of the school year, with locker numbers identified on individual student schedules. Students can make use of their lockers to safely store their internet enabled devices during the school day. Refusal to abide by this policy will result in disciplinary consequences.(Policy 5516).

While N.J.S.A. 18A:36-40 bans student personal internet-enabled devices, district-issued educational technology is permitted.

**Use of Audio Devices**

In addition to this policy, students are not permitted to use large audio devices such as speakers. These items are not permitted anywhere in the building while school is in session.

**Maximizing Instruction Time**

In order to maximize student instructional time and limit classroom disruptions, teachers retain the right to limit movement in and out of the classroom, with the exception of essential/required needs. Students are required to utilize SmartPass when exiting the classroom. Failure to do so will result in disciplinary action.

**Use of Electronic Devices and Recording Devices**

The Board of Education believes students and/or school staff members should not be subject to having a video or audio recording taken of any student) or school staff member(s) for any purpose without the consent of the student, the student's parent and/or the school staff member. In addition to protecting the privacy rights of students and school staff members, the Board recognizes such recordings can be disruptive to the educational program. In addition, inappropriate recordings of educational material, student assessment instruments, and/or student assessment reviews can be used to compromise the integrity of the district's educational program or lead to academic dishonesty in the event such recordings are stored and/or transmitted to other students. Therefore, the Board of Education adopts this policy regarding student use of electronic communication and recording devices.

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

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

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

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

1. The student must not have failed a class during the prior semester.
2. The student must have a successful attendance record reflective of the school's policy.
3. The student must have a record of conduct free of disciplinary suspensions within that school year and have an 85% average or better on the Patriot Point Score.
4. Students wishing to be candidates must submit a petition containing the signatures of four (4) faculty members and one (1) administrator. Candidates for freshman class offices may obtain the signatures of middle school teachers, the middle school guidance counselors, and/or the middle school principal.
5. Students who are disciplined under the guidelines established in the Student Code of Conduct may be barred from placing their names in nomination. School officials may convene a review committee consisting of a school administrator, a supervisor, a guidance counselor, a teacher who does not have the student in class, and a student representative (when appropriate). The final determination will be made by the school administrators after a review of the circumstances and the recommendations of this committee.

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

**Dating Violence in School**

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

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

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

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

Consequences may include, but are not limited to: admonishment, temporary removal from the classroom, classroom or administrative detention, in-school suspension, out-of-school suspension, reports to law enforcement, and/or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the alleged aggressor based on the severity of the act or incident.

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

A pattern of behaviors may be an important sign a pupil is involved in an unhealthy or abusive dating relationship. The warning signs listed in Regulation 5519 shall educate the school community on the characteristics that a pupil in an unhealthy or abusive relationship may exhibit. Many of these warning signs make a connection to one pupil in the relationship asserting control and power over the other.

Recognizing one or more signs of teen dating violence plays an important role in preventing, educating, and intervening in acts or incidents of dating violence.
The Board of Education shall make available to pupils and their families information on safe, appropriate school, family, peer, and community resources available to address dating violence (Policy 5519).

🔼Back To Top

# Student Dress Code & Student Identification Badges

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

1. Head coverings of any kind are not permitted. Examples include hats, visors, hoods on sweatshirts/zip up sweatshirts, bandannas, du rags, bonnetts are not permitted/cannot be worn unless approved for religious or medical reasons.
2. Skirt and short length should measure at least to the tip of the fingers.
3. Jeans are not permitted
4. Midriff must be covered and off the shoulder tops, tank tops, and crop tops are not permitted.
5. Leggings, yoga pants and pajama pants are not permitted
6. Clothing must be worn in a manner that does not expose undergarments.
7. Winter outerwear should not be worn in class unless extenuating circumstances arise
8. Sunglasses are not permitted unless prescribed for medical reasons.
9. Shoes must be securely fastened with a backing to the feet. Flip-flops, slippers, and slide shoes are not permitted.

Students are to arrive at school wearing the appropriate clothing as defined in the dress code. Students who repeatedly violate the dress code policy will be required to obtain the appropriate clothing items before returning to school/class.

**School Dress Code Tops**

School tops can be purchased from the designated supplier or approved school store vendor in red, white, or navy blue with the ***SECAUCUS PATRIOTS*** logo on the left chest embroidered in ¾ inch (white on red and blue tops and red on white tops) stitching or the ***SECAUCUS PATRIOT LOGO.*** Any one or more of the following tops are approved for wear during the school day:

1. Short sleeved knit polo
2. Long-sleeved knitted polo
3. Long sleeved fleece jacket with zipper front
4. Sweater (V neck, crew neck, or cardigan)

**Pants, Khakis or Slacks**

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

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

***Patriot Pride Gear***

Secaucus High School students are permitted to wear "Patriot Pride Gear" displaying and/or promoting Secaucus High School and/or a Secaucus High School approved organization in addition to the above mentioned uniform clothing. These items can be purchased at the SHS School Store and/or through an approved process via Class Advisors, Coaches, Club Advisors, and Administration. Patriot Pride gear may include but is not limited to the following:

- School approved tapered sweatpants in the colors blue, red, white, black or grey
- T shirts/long sleeve shirts
- Quarter or full zip pull over
- Full zip fleece
- Dry fit polo shirts
- Crew neck sweatshirts, hooded sweatshirts, sweaters
- Sport tec shorts

**Visit our online store to purchase additional clothing items!**

https://www.patriotpopupshop.com/

**Shorts**

All students are permitted to wear knee-length shorts in a docker style in navy, tan, or khaki or sold at the Patriot Pop Up Shop. Biker shorts or stretch shorts are not acceptable. Shorts should reach the end of the fingertip in length.

**Student Face Coverings**

Student coverings may not demean any race, religion, nationality, handicapped condition, or gender. Images of weapons, drugs, drug paraphernalia, profanity (threatening or violent), may not be displayed on the coverings. Gang related imagery or wording is not permitted on student masks.

**Accessories**

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

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

It is a requirement and a mandatory component to the physical education course that all students change into sneakers in order to participate in activities. Students' change of dress for class is a graded component of the course and will be reflected in the online gradebook. Students who are not in proper PE attire will not receive participation credit for that class period. Please see the physical education rubric for specific scoring.

**Student Identification Badges**

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

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

1. ***Maschio's Food Sales for breakfast and lunch. Students who do not present their identification tags during this time will be sent to the main office for a temporary card.***
2. Admission to school dances and other school-related activities;
3. Identification for library media services to include library book, periodical and other resource check-out;
4. Entrance for Scholastic Aptitude Tests, State Standardized Tests and other testing programs administered on school district property;
5. Identification for transportation services offered by the district including the use of activity and/or late buses;
6. Identification for admission to certain school-related and school district sponsored functions; and
7. Other purposes and activities as determined by the Building Principal.

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

**Gambling**
Gambling of any kind and/or card playing, dice playing, or wagering is prohibited anywhere on campus, on a school trip/event and on any computer connected to the Secaucus Network. Students are forbidden from

entering into any wager with a classmate related to any game of chance. Secaucus High School prohibits the use of student cell phones on campus for the purpose of gambling.

🔼Back To Top

# Harassment, Intimidation, and Bullying (HIB)

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

## I. Harassment, Intimidation, and Bullying Definition

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

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability;, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3,;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
    a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or

    b. Has the effect of insulting or demeaning any student or group of students; or
    c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

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

Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a

student who commits an act of harassment, intimidation, or bullying are those that are graded according to the severity of the offenses, 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.

**Loitering/Trespassing**

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

Students are not permitted to leave the building during the regular school day without the proper permission. Students are to eat lunch in the designated areas of the building and must have permission to

leave the building early, prior to the end of a school day. This request must be made before the end of the regular school day in writing and an early dismissal must be granted by an administrator.

**Property Damage & Vandalism**

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

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

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

***A person who purposely defaces or damages district property with any symbol that exposes persons to violence, contempt, or hatred on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation or sex, social or economic status, or disability is guilty of a crime and shall be reported to appropriate law enforcement authorities. The Board may also report to the appropriate law enforcement agencies any person whose vandalism of school property is serious or chronic.*** The Superintendent shall develop regulations to implement this policy and to protect textbooks, school equipment, and school facilities from undue wear, damage, or loss (Policy 7610).

**Smoking & Alcoholic Beverages**

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

For the purposes of this Policy, "smoking" means the burning of, inhaling, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, including the use of smokeless tobacco and snuff, or inhaling or exhaling of smoke or vapor from an electronic smoking device.

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

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

**Student Parking**

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

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

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

Any non-senior who accumulates 2 or more parking violations will not be permitted to apply for a parking application in their Senior Year. Please refer to the code of conduct for clarification on the consequences of violating this policy (Policy 5514).

**Substance Abuse/Random Drug Testing**

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances (Policy 5530). The Board authorizes the Administration to conduct random drug testing of students grades 9-12 engaged in extra-curricular activities and all students authorized to park on school premises. Further, all students, with the consent of a parent or guardian, may elect to

participate in the random testing on a voluntary basis. Eligibility shall apply to the entire academic year (Policy 2435).

# Section VIII
# School Behavior 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.

🔼Back To Top

# Section IX
# Student Code of Conduct, Character & Support

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 which also includes student conduct at athletic events, practices, and school bus transportation.

**Central Detention**

Central detention will be held Monday through Thursday after school from 2:20p.m. - 2:50p.m. Students are required to serve the assigned detention on the day the infraction occurred unless otherwise noted by the Administration.

**Saturday Detention**

Saturday detention may be assigned for a variety of reasons and can be seen within the student code of conduct. This three hour session, held in the media center or cafeteria, begins at 9:00 a.m. with dismissal at 12:00 noon. Students are permitted to bring a chromebook and complete necessary school assignments.

***Any student who misses a detention assignment without a legitimate excuse will be required to attend future sessions. Should a student miss one of the additionally assigned Saturday sessions, that student will face suspension***. Students **WILL NOT** be excused from Saturday detention to participate in

extracurricular activities or work. Students will report in full school uniform and will be denied entry if not properly dressed. Behavior problems will not be tolerated.

# Student Code of Conduct Overview

The Secaucus High School Code ensures that our school provides 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.

<table>
<tr><th>Offense - Section A</th><th>Consequence - Section A</th></tr>
<tr><td colspan="2">All Level A offenses may be subject to loss of privileges/social events upon Administrative review</td></tr>
<tr><td>1.Failure to follow a staff member’s reasonable request (3)</td><td rowspan="6">Possible consequences but not limited to:<ul><li>Teacher warning/detention</li><li>Central detention(s) assigned by an administrator</li><li>Phone call/letter/parent conference</li><li>Saturday detention</li></ul>The response chosen at Administrator’s discretion based on a review of the circumstances.</td></tr>
<tr><td>2. Disruptive Behavior (1)</td></tr>
<tr><td>3. Lack of hallway pass/ nurse pass via SmartPass (1)</td></tr>
<tr><td>4. Pushing, running in the corridors (1)</td></tr>
<tr><td>5. Use of profanity or offensive gesture (NOT directed at a staff member or student) (2)</td></tr>
<tr><td>6. Inappropriate demonstration of affection (1)</td></tr>
<tr><td>7. Dress Code Violation: after third warning (1)</td><td><ul><li>Central detention. Possible phone call/parent meeting</li><li>After 5th infraction = Saturday detention</li></ul></td></tr>
<tr><td>8. Failure to adhere to the cafeteria rules including reporting to or remaining in designated areas. (2)</td><td>Central Detention/ loss of privilege</td></tr>
<tr><td>9. Parking in an unauthorized parking space (2)</td><td><ul><li>1st offense: Warning</li><li>2nd offense: Central detention/call home</li></ul></td></tr>
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| | • 3rd offense: parking privileges revoked 1 week/Saturday detention<br>Violations beyond a 2nd offense will result in a suspension of parking privileges and possible removal from Senior Space Applications for non Seniors. |
| 10. Arriving late to class (1) | • First 3 infractions = warning<br>• After 3rd offense = central detention<br>• After 5th offense = Saturday detention |
| 11. Arriving late to school (1) | • First 3 infractions = warning<br>• After 3rd offense = central detention<br>• After 5th offense = Saturday detention |
| 12. Identification badge missing/lost and/or failure to present badge when necessary *(after third offense*) (1) | Warning by Administration<br>After third offense: central detention<br>• I.D. badges/lanyards that are lost must be replaced at the school store/media center. Cost to replace lost I.D. will be the responsibility of the student.<br>• After 5th offense = Saturday detention |
| 13. Late for central/teacher detention (1) | • 1 additional detention assigned |
| 14. Repeatedly fail to bring in your Chromebook or fail to adequately charge it - exceeding three loaner requests in the school year (2) | • Central/Saturday detention<br>• Parent conference |
| 15. Loitering in hallways/corridors/bathrooms (3) | • Central detention<br>• Possible parent/guardian phone conference |
| 16. Unauthorized use of non-designated bathrooms (3) | • Central detention and/or Saturday detention.<br>• Possible nurse restriction |
| **Please note that all point values for Level A offenses are indicated in the infraction column.** | |

| Offense - Section B | Consequence - Section B |
|---|---|
| **All Level B offenses may be subject to loss of privileges and/or social events upon Administrative review** | |
| 1. Repeated Section A offenses (4) | 1-2 central detentions/Saturday/loss of privileges |
| 2. Reckless driving on school campus (6) | Loss of parking privileges; possible central or Saturday detention and/or referral to the SPD |

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| 3. Repeatedly refusing to follow staff member's reasonable request or direction; lying to staff member or Administration (5) | ● Saturday Detention/OSS<br>● Notification to parent/guardian |
| 4. Academic integrity violation: (4) cheating/fabrication/plagiarism (first offense) | ● Central<br>● Loss of credit for assignment<br>● Guidance Counselor Meeting<br>● Parent/guardian phone call |
| 5. Failure to report to a teacher detention (4) | ● Central detention |
| 6. Bothering; belittling and/or demeaning a peer (5)<br><br>Total point loss may depend on the severity of the infraction. | 1-2 central detentions/Saturday Detention/ISS/OSS based on severity of the circumstances. |
| 7. Forgery or falsification (written or verbal) on a school pass, note from home, or permission slip (including dance & prom forms) (4) | ● Saturday Detention<br>● Notification to parent/guardian<br>● Possible removal from social events/dance/trips/prom |
| 8. Minor bus disruption (4) | Parental notification; 1-2 central detentions |
| 9. Minor disruption during fire drills or emergency drills of any kind (4) | Saturday Detention or 1-2 central detentions |
| 10. Repeated tardiness to school or class (4) | ● Central detention & students will receive a Saturday detention for every fifth tardy to school<br>● Phone call home by guidance counselor<br>● Possible parent/guardian conference |
| 11. Cutting class (5) | ● 1st offense - Central / parental contact<br>● 2nd offense - Saturday detention/ parental contact |
| 12. Failure to report to central detention (5) | ● 1st offense: Parental notification; central detention<br>● 2nd offense: 2 additional central detentions<br>● After 3rd offense = Saturday |
| 13. Disrupting a class from the hallway (3) | 1-2 central detentions or Saturday detention |
| 14. Entering the school building through any door other than the main entrance (5) | 2 central detentions or Saturday detention |
| 15. Not reporting to the Main Office and/or administrator when directed by a staff member (4) | Central or Saturday detention |

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| 16. Failure to report to Saturday Detention ***(1st offense 5 points/ 2nd offense 6 points)*** | *1st offense* = 1 additional Saturday detention<br>*2nd offense* = 2 additional Saturday detentions<br>*3rd offense* = ISS/OSS |
| 17. Infractions related to H.I.B inquiries or social conflict reports (7) | • Possible Central/Saturday detentions/ISS/OSS<br>• Parental notification<br>• Counseling<br>• Possible removal and/or loss of privileges, athletic/extracurricular activities |
| 18. Unauthorized exiting of class (4) | • 1st offense - Central detention<br>• 2nd offense - Saturday detention<br>• Parent/guardian notification |
| 20. Class disruption/ student removal from class (5) | • Central detention/Saturday detention<br>• Parent conference<br>• ISS/OSS |
| 21. Inappropriate face covering (5). Student may not:<br>• Demean any race, religion, nationality, handicapped condition or gender<br>• Display images of weapons, drugs, drug paraphernalia, profanity (threatening or violent)<br>• Depict gang related imagery or wording | • Parent/guardians will be contacted<br>• Student will be asked to remove and replace covering<br>• Possible ISS/OSS<br>• Possible referral to SPD |
| 22. Disruption/inappropriate behavior/removal from central detention/teacher detention (5) | • Parent notification<br>• Additional detentions to be assigned |
| 23. Disruption/inappropriate behavior during a school assembly/Pep Rally (5) | • Central and/or Saturday detention<br>• Parent notification |
| 24. Unauthorized fundraising (5) | • 1st offense - Central detention<br>• 2nd offense - Saturday detention<br>• Parent/guardian notification |
| 25. Violation of Internet Enabled Device Policy. (5) | • **First & second offenses:** The device will be surrendered to the Principal or designee and stored in the main office for the remainder of the day & loss of Patriot Points. Parent/guardian notification on second offense.<br>• **Third offense**: Students will be required to surrender their device to the main office upon entry at the start of each school day for the next sixty (60) school days. Loss of points.<br>• **Fourth Offense:** If a student refuses to |

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| | surrender an internet-enabled device upon request or is found to be in possession of an internet-enabled device in violation of district policy, the student will be suspended from school in accordance with Policy 5610 and the sixty day (60) timeframe will reset.<br><br>A fourth offense will result in an elevated disciplinary consequence and an increased deduction of Patriot Points associated with this violation. |
| **Please note that Level B offenses range from (-4) to (-7) points.** | |

| Offense - Section C | Consequence - Section C |
|---|---|
| **All Level C offenses may be subject to loss of privileges/social events upon Administrative review** | |
| 1. Repeated level B offenses | ISS/OSS or 1-2 days Saturday detention/loss of privilege |
| 2. Tampering with and/or causing damage to any school equipment (including Chromebooks and sensors) | One to five days ISS or OSS depending on circumstances with possible restitution for damages. OSS may be longer depending on severity of infraction. Possible referral to law enforcement. Possible community service.<br><br>The school may refuse to provide a loaner or reissue a Chromebook for repeated or intentional damages.<br><br>Students who have a chromebook lost, vandalized, or stolen must file a report with the SPD and submit a copy to SHS |
| 3. Tampering with safety equipment or emergency system (including sensors) | |
| 4. Major disruptions during fire drills or emergency drills of any kind | |
| 5. Theft: school property/student property | |
| 6. Vandalism/damage/destruction of school property | |
| 6. Insubordination and/or defiance towards a faculty/staff member | • ISS/OSS or Saturday Detentions<br>• Counseling<br>• Parent/guardian meeting with administration/counselor/S.A.C. |
| 7. Physical altercation | Pending administrative review, actions will result in parent notification, Saturday detention/ISS/OSS, or referral to law enforcement and/or social services; students may be investigated under H.I.B. and may be referred for additional counseling. Partial or full removal from athletic/extracurricular activities/ social events. |

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| 8. Repeated violation of student driving rules and regulations | Suspension/loss of parking privileges; possible referral to law enforcement |
| 9. Major bus disruption (fighting, throwing items inside or outside of the bus or an action deemed to interfere with the orderly operation and safety of the bus by the driver) | Revocation of bus riding privileges and/or ISS/OSS depending on severity. Parental contact/meeting. Possible referral to SPD. |
| 10. Use of inappropriate language/ profanity/obscene gestures directed towards staff | ● ISS/OSS or Saturday Detentions<br>● Counseling<br>● Parent/guardian meeting with administration/counselor/S.A.C. |
| 11. Threatening or inciting the use of physical force towards a staff member or student/inciting others | ● ISS/OSS, possible referral to law enforcement and/or social services |
| 12. Gambling | ISS/OSS or 1-2 days Saturday Detention |
| 13. Academic Integrity: Cheating/fabrication/plagiarism/possible inappropriate use of AI (2nd offense) | ● Saturday detention<br>● Parent/guardian meeting with Guidance Counselor<br>● Loss of credit<br>● Possible removal or loss of eligibility for academic honors |
| 14. Use of any/or in possession of vape related items, cigarettes, electronic cigarettes, tobacco or nicotine products. Please note that the sale/distribution of any prohibited item(s) can result in further disciplinary actions. These actions may involve the Secaucus Police Department. *S*tudents may be subject to consequences if as a result of the vape detector being activated they are found to have used any/or are in possession of vape related items, cigarettes, electronic cigarettes, tobacco products. | ● 1st offense 1 day ISS. Drug testing. Medical Clearance. Mandatory substance abuse educational training (ASPIRE Program).<br>● 2nd Offense: 3 days OSS, possible removal of privileges, participation in school functions and extra- curricular activities. Drug testing. Medical clearance.<br>● Repeated offenses may result in long term suspension and further disciplinary action pending administrative review<br>● Possible restriction of facilities/nurse station<br>● Possible removal from social events/extra curricular activities/trips<br><br>District regulations must be completed in order for a student to return to extra curricular activities/social events/athletics.<br><br>Refusal to complete the ASPIRE program will result in a 1 day OSS. Additional ISS may be enforced if a student does not successfully pass the ASPIRE program. |

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| 15.Violation of Computer Acceptable Use Policy. Unauthorized videotaping, filming, photography of students or faculty | Pending administrative review, penalties range from detention to ISS and/or OSS or expulsion hearing.<br>● Cell phone confiscation<br>● Possible cell phone probation<br>● Parent/guardian conference |
| 16. Aggressive physical behavior | Pending administrative review, actions will result in parent notification, central detentions, Saturday detention/ISS/OSS, or referral to law enforcement and/or social services; students may be investigated under H.I.B. and may be referred for additional counseling. Removal from athletic/extracurricular activities/social events |
| 16. Assisting someone to enter the building through any door other than the main entrance | 1 day ISS/OSS pending review |
| 17. Leaving the building/campus without permission | Saturday detention/loss of privilege; possible ISS/OSS |
| 18. Truancy | Parent is notified by the Truancy officer/Saturday detention/loss of privilege; possible OSS |
| 19. Tamper, steal, damage, and/or deface a student or faculty member's property | Saturday detention/ISS/OSS/possible monetary retribution pending review |
| 20. Failure to provide negative testing and/or comply with mandatory drug test policy | Loss of privilege/students, parents/guardians must complete regulations set within district policy prior to the student being reinstated to social events/parking/extra curricular activities |
| 21. Trespassing | Pending administrative review, incidents involving SPD and/or other law enforcement agencies may result in a Code of Conduct violation and/or loss of privileges; possible OSS/Saturday detention/community service |
| 23. Failure to return all equipment or owe money for unreturned or damaged equipment | Students will not be allowed to walk in graduation, view final grades, and will remain responsible for the full replacement cost of all unreturned or damaged items. |
| 24. Use of racial epithets (direct or indirect) | Saturday detention/ISS/OSS. Possible referral to SPD. Parent contact/guidance meeting. Possible counseling & mandatory PSP. Terms and conditions subject to administrative review and may require a Board of Education level hearing for return. Possible |

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| | HIB investigation. |
| 25. Exiting the building through an unauthorized exit door | Consequences will range from central detention to OSS. Parent conference. |
| **Please note that Level C offenses are worth (-15) demerit points. One level C offense which results in OSS will prohibit senior students from attending Great Adventure. Two or more level C infractions will result in loss of social events/class trips/prom privileges.** | |

| Offense - Section D | Consequence - Section D |
|---|---|
| **All Level D offenses may be subject to loss of privileges upon Administrative review** | |
| Two level C offenses are equivalent to a level D | OSS/Loss of privilege |
| 1. Possession of drugs or paraphernalia, use of or being under the influence of alcoholic beverages or illegal drugs while on school property or at school sponsored functions | Level D offense 1-6:<br>● OSS and/or expulsion, term and conditions subject to administrative review; parent conference required prior to student readmission to school; law enforcement and/or Social Services may be notified. The sale/distribution of any illegal substance will result in further disciplinary action, as well as the involvement of the Secaucus Police Department. Additional counseling may be necessary. |
| 2. Distribution of drugs/illegal substances/illegal items | |
| 3. Threatening / Assault and battery on a staff member or student | |
| 4. Commission of any act endangering the health and safety of others | |
| 5. Indecent exposure | |
| 6. Possession of weapons anywhere in or on school property or at a school sponsored function | |
| 7. Unwanted sexual contact / sexual harassment | OSS and/or expulsion, term and conditions subject to administrative review; parent conference required prior to student readmission to school law; enforcement and/or Social Services may be notified. Additional counseling may be necessary. |
| 8. Students involved in incidents or who may display concerning behaviors which occur on or away from school grounds, that may jeopardize the order, safety, and/or discipline of the students and/or school. | Pending administrative review, incidents involving SPD and/or other law enforcement agencies may result in a Code of Conduct violation and/or loss of privileges; possible OSS/ISS/Saturday detention. Removal from athletic/extracurricular activities.Referral to School Behavior Threat Assessment Team. Referral for medical and/or |

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| | psychiatric clearance. |
| 9. **Cyber Harassment:** sends, posts, comments, requests, suggests, or proposes any lewd, indecent, or obscene material to or about a person. Sending sexually explicit photos by electronic means such as a text message. | Immediate notification to SPD. incidents involving SPD and/or other law enforcement agencies may result in a Code of Conduct violation and/or loss of privileges; OSS; possible referral for an alternative education program and/or counseling. |
| 10 Illegally gaining access to school/school property | OSS and/or expulsion, term and conditions subject to administrative review; parent conference required prior to student readmission to school law; enforcement and/or Social Services may be notified |
| **Please note that all Level D offenses are worth (-30) demerit points and result in partial/full removal from athletics or extra curricular activities and an automatic loss of social events/class trips/prom privileges and/or graduation.** | |

**Repair/Replacement Charges and Fines for Chromebooks**

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| 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 |

**Use of Vape Detectors**

Vape detectors are installed in all High School bathrooms that will alert administration and security that an individual is using a vaping device or the detector has been masked or tampered with. When administration or security has been notified of such an event, they will conduct an investigation that will include all occupants at the time of the alert. The investigation will include an incident report along with bag, property and locker search. Students in possession of a vaping device or vape related item will be subject to the code of conduct. In the event a device or related items are concealed so that it cannot be discovered, evidence from the investigation will determine student consequences. Consequences may include but are not limited to: drug testing , suspension ,counseling and/or loss of privileges.

**Procedures for Intervention of Students Alcohol and Other Drug Use.**

In the event a student requires additional interventions for alcohol or other drug use, the following procedures must be completed. Only upon completion of these recommendations will a student be reinstated to extra curricular activities and/or student parking privileges.

1. Mandatory meetings with Intervention & Prevention Counselor for both student and parent/guardian
2. A referral and an evaluation must be completed by a drug treatment program
3. The completion of the recommendations from a licensed drug treatment program
4. Parents/guardians to provide a signed consent for the Intervention & Prevention Counselor to communicate with drug counselor
5. The student will produce negative test results to the Administration for review

## Patriot Point Rubric

| Point range | Definition |
|---|---|
| 100 points | All students will begin the school year with 100 points |
| At the (86-90) point range | Parking suspended for one week for Seniors who are permitted to park on campus |
| At the (80-85) point range | Field trip removal and/or next chronological school/social event. Possible cafeteria privileges removed. |
| At the (75-79) point range | Loss of privileges in chronological school/social event order/ Possible removal from cafeteria or Pep Rallies. |
| At the (74 -71) point range | Partial removal from club or sport and additional school events / Possible cafeteria removal. For seniors who park on campus, a 1 month suspension from parking/possible parking summons. Mandatory P.S.P. |
| At 70 or below | Loss of prom/social events/field trips/possible cafeteria removal. Complete loss of parking privileges for Seniors & possible removal from athletic/co-curricular activities. Removal from celebrations. Mandatory P.S.P. |
| **Students will have the opportunity to recoup points as deemed necessary by the school administration. When appropriate, a behavior support plan will be developed to encourage appropriate school based behavior and social interaction, Please note, not all offenses will be eligible for point recoupment.** | |

| Patriot Cumulative Point Average | |
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| 85 average or better to participate in SHS Graduation | **Qualifying student averages are calculated over the course of a students' enrollment at Secaucus High School. Students have the opportunity to redeem points through the Patriot Support Plan. Students who fall below the required Patriot Point average after the payment deadline for a** |
| 85 average or better for Painted Parking spaces/Senior Trips/Social Events | |
| 85 average or better for admittance to Junior and/or Senior Prom and Homecoming Dance | |

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| | **school event (e.g., prom, pool day, trips,etc) will be deemed ineligible to attend and may not receive a refund for any payments or deposits made.** |

**The Patriot Support Plan**

Students in need of regaining Patriot Points are encouraged to meet with Ms. Jones, Assistant Principal, to obtain a copy of a Patriot Support Plan. Each PSP is tailored to meet the needs of each individual student. Students are responsible for filling out the PSP and obtaining the proper documentation in order to be awarded points. All Patriot Points must be earned back one week prior to the event in which the student would like to be a participant. The reflection of earned points can be seen on the student portal under the "lunch" portion of a student schedule.

***Students who fall below the required Patriot Point average after the payment deadline for a school event (e.g., prom, pool day, trips,etc) will be deemed ineligible to attend and may not receive a refund for any payments or deposits made.***

**The Grade Book Component**

Students will be entered into the Realtime gradebook by grade level (tabs at the top will indicate grade). Students will begin with a score of 100 points and each infraction or Patriot Point will be reflected to the right of the "Kick Off." Each score entered for a student will also contain a comment which indicates what the action was that resulted in positive or negative points. Students, parents, and guardians will be able to view their point total through the student portal.

**Student Due Process**

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

***Procedure***

1. The student should first make the complaint/problem known to the staff member most closely involved, or to his/her guidance counselor. A direct effort to resolve the issue informally is to be made.
2. If it is necessary to go beyond the first step, the student is to prepare a written statement of his/her grievance. The statement is to include: the nature of the grievance, a brief statement of the facts, the manner in which the student feels he/she has been adversely affected, the relief sought, the reasons he/she is entitled to the relief, and to note if other students were affected

3. The grievance is to be submitted to the principal. The principal will, in turn, respond to the grievance within ten (10) days. The student shall be afforded the opportunity to be heard personally.
4. The school administrators may request a parent conference. The student can grieve with the assistance of a parent/guardian at any time.
5. If the principal's response is not satisfactory, the student can bring grievances to the superintendent of schools. A response from the superintendent shall be issued within ten (10) days.

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

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

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

🔼Back To Top

# Section X - Attendance

**Attendance Policy**

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

The attendance record for any student who accumulates eighteen absences regardless of circumstance is subject to review by the administration and a designated committee. ***It may be determined during that review that the student will forfeit course credit and/or be removed from social activities, extra curricular activities, and/or school functions/ celebrations.***

**Attendance 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 days or more must present a physician's note to the main office upon their return.

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

Up to 4 Absences monitored by school office staff.

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

***For between five and nine cumulative unexcused absences***

- Letter to parent
- Phone call home via Guidance
- Possible 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

***For ten or more cumulative unexcused absences***

- Refer case to municipal court, when deemed necessary
- Secondary students will be considered for loss of credit for semester courses
- Mandatory parent meeting with Attendance Review Committee and Administration

***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.

Students who experience an illness of three days or more must present a physician's note to the main office upon their return. Failure to provide documentation may result in the nurse sending a student home.

**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.

**Attendance Resulting in Loss of Credit**

The attendance record for any student who accumulates eighteen absences to school and/or twenty absences in any one single class is subject to consequences that may include loss of credit, denial of participation in extracurricular activities, social events, and/or athletic competition. If a student exceeds the allowable number of absences, a student may appeal the non-credit status. ***If it has been determined that the student has been placed on non-credit status, the student will remain in the course but will not receive credit. Credit may be received after the successful completion of that course or courses in an approved summer school or credit recovery program.***

**Absence Appeals Process**

In the event of receiving excessive absence notification indicating no credit status or retention, a parent or student can submit a written petition to the assistant 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.

**Physical Education Excused Absences**

When a student is physically unable to participate in physical education classes, he/she will be given an alternative assignment. The student must provide the teacher with a medical note from a doctor and the school nurse on those dates. Until the excuse is provided, the teacher will grade the 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 of the semester does not have to be accepted by the teacher. Students will also be reassigned to an alternate location during their medically excused dates.

## Tardiness to School

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

Students must be signed in by 9:30a.m. and arrive at their third period class on time in order to be considered present for the day. Students who fail to do so will not be permitted to participate in any extracurricular activity or class event taking place on that day (Policy 5240).
***Unless in the case of a family or medical emergency, students will not be excused from arriving late to school.***

## Field Trips

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

## Make Up Work

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

## Early Dismissal

Early dismissals may be granted when a parent/guardian finds it necessary to leave school before the end of the day. If a note is not provided, an early dismissal form must be filled out in the Main Office. The parent(s) or legal guardian(s) or adult pupil shall submit a written request for approval of an early dismissal to the Principal. The request must include the reason for the pupil's early dismissal and a statement of why it is necessary to excuse the pupil before the end of the pupil's school day. Minors will not be released from school unless in the presence of a parent or guardian. Students who are 18 years of age **may not sign themselves out** of school (Policy 5230).

🔼Back To Top

# Section XI - Computer Use

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

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

A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.

B. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.

C. Using the computer network(s) in a manner that:

1. Intentionally disrupts network traffic or crashes the network
2. Degrades or disrupts equipment or system performance
3. Uses the computing resources of the school district for commercial purposes, financial gain**,** or fraud
4. Steals data or other intellectual property
5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person
6. Gains or seeks unauthorized access to resources or entities
7. Forges electronic mail messages or uses an account owned by others
8. Invades privacy of others or using another's password
9. Posts anonymous messages or inappropriate interactions with other individuals on social networking sites
10. Possesses any data which is a violation of this policy
11. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided
12. Sending or displaying offensive messages or pictures
13. Using obscene language and/or accessing material or visual depictions that are obscene
14. Using of accessing material or depictions of child pornography or material that is harmful to minors
15. Any incident that is considered harassment, intimidation, or bullying, which includes cyberbullying

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

**Electronic Mail (Email)**

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

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

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

**Determination of Consequences for Violations**

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

1. Use of Computer Network/Computers only under direct supervision
2. Suspension of internet privileges
3. Suspension of network privileges
4. Revocation of network privileges
5. Suspension of computer privileges
6. Revocation of computer privileges
7. Suspension from school
8. Expulsion from school
9. Legal action and prosecution by the authorities.

🔼Back To Top

# Section XII - School Security

**Lockers**

School lockers are a privilege, not a right and are the property of the Secaucus Board of Education. Hall lockers are assigned to students before the start of each school year. Each student must utilize the locker to which that person is assigned. By the end of the second week of the school year, a combination lock must be purchased from the school store and placed on the assigned locker. All lockers that do not have the locks on them by that time will be padlocked and the student will forfeit the opportunity to utilize a locker. Students are expected to treat their lockers with care and those students who damage school property are liable for financial repair/replacement costs. Any student that has a medical concern that requires a special locker assignment will be accomodated. Please report to the Main Office for assistance. ***It is the expectation that students make use of their lockers to safely store their internet enabled devices during the school day. Locker numbers can be found on student schedules.***

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

**Fire/Emergency Evacuation/Security Drills**

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

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

🔼Back To Top

# Section XIII - Student Health Services

**Student Health Services**

The Nurse's office is located across the hall from the Media Center and the nurse is on duty during the school day. Students who become ill during the school day are to obtain a pass for evaluation by the school nurse who will then determine if the student should go home or remain in school. If the student is going home, the nurse will contact the parent/guardian or designated alternate contact to notify them and make transportation arrangements. Students are not permitted to make their own arrangements to go home due to illness without having reported to the school nurse (Policy 5310).

**Medication**

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

Medications to be self-administered by a student:

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

🔼Back To Top

# Section XIIII - Extra Curricular Activities

**Secaucus High School Athletic Programs**

| | | | |
|---|---|---|---|
| Baseball | Cross Country | Outdoor Track & Field | Tennis |
| Basketball | Football | Soccer | Volleyball (Boys/Girls) |
| Bowling | Indoor Track & Field | Softball | Wrestling |
| Cheerleading | Marching Band | Swimming | Girls Flag Football |

**Secaucus High School Clubs**

| | | | |
|---|---|---|---|
| American Technology Honor Society | Robotics Club | Photography Club | Anime Club |
| Business Club | Jazz Band | Peer Leadership | Forensics/Mock Trial |
| E-Sports | Computer Club | Dance | Student Government Organization |
| Concert Band | Key Club | Service Activities Involvement & Leadership (S.A.I.L) | Literary Magazine |
| Concert Chorus | Literary Explorers Club | School Literary Magazine | School Store |

| | | | |
|---|---|---|---|
| Drama Club | Mu Alpha Theta | Science Club | Metamorphosis |
| Foreign Language Club | National English Honor Society | Student Government Organization | National Science Honor Society |
| Gay Straight Alliance | National Technology Student Association | School Musical Production | SHS Yearbook |
| Computer/Coding | Dance Club | Dance club | Medical Club |

🔼Back To Top

# Section XV - General Information

**Fines**

The Board of Education believes that the schools should help students learn to respect property and to develop feelings of pride in community institutions. The Board charges each student enrolled in this district with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use. Students who cause damage to school property will be subject to disciplinary measures. The Board authorizes the imposition of a fine for the loss, damage, or defacement of a textbook and reserves the right to withhold a report card or diploma from any student whose payment of a fine has not been completed. A student who demonstrates chronic and/or serious disregard for property may be referred to the Child Study Team (Policy 5513).

**Flyers and Posters**

Posters that advertise school sponsored activities are permitted on the school information bulletin boards/dining hall white boards only. Posters should not be placed in stairwells or in areas where they may obstruct safety. Announcements should not obscure any other postings and all information is to be spelled correctly. It is the responsibility of the class advisor, coach, or organization to remove all posters once the event has concluded. School administrators reserve the right to restrict posters deemed inappropriate. Anyone interested in posting information from an outside source must receive the approval of a school administrator.

**Free and Reduced Lunch**

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

**Lost and Found**

If you have lost a belonging, you should first check the rooms or areas that you had previously visited. If you are unsuccessful in finding the item, please go to the Main Office and report the item missing. While we make every effort to assist you, the school is not responsible for any items missing or stolen from a locker. Unclaimed items are removed at the end of the school year (Policy 5513).

## Student Records

NJDOE mandated records include the student's personal descriptive data, daily attendance records, progress reports, and physical health records; records required for disabled students and all other records required by the State Board of Education. Please see the Guidance Department for further details regarding these records (Policy 8330).

## Textbooks

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

## Visitors

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

## Working Papers

In order to secure working papers, a student must be between 14 years and 17 years of age. Working papers for minors went digital on June 1, 2023. All New Jersey minors are required to have working papers as a condition of employment.The working papers application is Online at MyWorkingPapers.nj.gov Schools no longer administer working paper applications and a Physician sign-off is no longer required. This process is only between the working minor and their employer.

🔼Back To Top