<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence, Excessive</td>
<td>19</td>
</tr>
<tr>
<td>Absence, Extended</td>
<td>18</td>
</tr>
<tr>
<td>Absence, Make up Work</td>
<td>17</td>
</tr>
<tr>
<td>Absence, Student</td>
<td>15</td>
</tr>
<tr>
<td>Absence, Student Report</td>
<td>16</td>
</tr>
<tr>
<td>Absence, Vacation</td>
<td>25</td>
</tr>
<tr>
<td>Academic Program of Studies</td>
<td>2</td>
</tr>
<tr>
<td>Affirmative Action Statement</td>
<td>38</td>
</tr>
<tr>
<td>Alcohol and Drug Use</td>
<td>12</td>
</tr>
<tr>
<td>Athletics</td>
<td>34</td>
</tr>
<tr>
<td>Behavior, Student</td>
<td>8</td>
</tr>
<tr>
<td>Bell Schedule</td>
<td>3</td>
</tr>
<tr>
<td>Bus Regulations</td>
<td>28</td>
</tr>
<tr>
<td>Bus, Late</td>
<td>28</td>
</tr>
<tr>
<td>Cafeteria Rules</td>
<td>30</td>
</tr>
<tr>
<td>Cellular Phones/Hand Held Devices</td>
<td>10</td>
</tr>
</tbody>
</table>
### TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chronic Medical Conditions</td>
<td>7</td>
</tr>
<tr>
<td>Closed Campus Policy</td>
<td>5</td>
</tr>
<tr>
<td>Closing, School</td>
<td>4</td>
</tr>
<tr>
<td>Clubs</td>
<td>35</td>
</tr>
<tr>
<td>Comments, Progress Reports</td>
<td>21</td>
</tr>
<tr>
<td>Comments, Report Card</td>
<td>21</td>
</tr>
<tr>
<td>Computer Network Policy</td>
<td>40</td>
</tr>
<tr>
<td>Delayed Opening Schedule</td>
<td>3</td>
</tr>
<tr>
<td>Detention</td>
<td>10</td>
</tr>
<tr>
<td>Disciplinary Infractions</td>
<td>9</td>
</tr>
<tr>
<td>Disciplinary Sequence</td>
<td>8</td>
</tr>
<tr>
<td>Dismissal, Early</td>
<td>17</td>
</tr>
<tr>
<td>Dress Code</td>
<td>26</td>
</tr>
<tr>
<td>Dress Code, Physical Education</td>
<td>28</td>
</tr>
<tr>
<td>Drug Testing</td>
<td>39</td>
</tr>
<tr>
<td>Elevator Keys</td>
<td>8</td>
</tr>
<tr>
<td>Emergency Evacuation Plan</td>
<td>3</td>
</tr>
<tr>
<td>TABLE OF CONTENTS</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>---</td>
</tr>
<tr>
<td>Evacuation Plan</td>
<td>4</td>
</tr>
<tr>
<td>Faculty</td>
<td>1</td>
</tr>
<tr>
<td>Fire Drills</td>
<td>27</td>
</tr>
<tr>
<td>General Information</td>
<td>3</td>
</tr>
<tr>
<td>Grading</td>
<td>20</td>
</tr>
<tr>
<td>Guidance</td>
<td>5</td>
</tr>
<tr>
<td>One-Session Day Schedule</td>
<td>3</td>
</tr>
<tr>
<td>Harassment/Bullying Policy</td>
<td>32</td>
</tr>
<tr>
<td>Health Services</td>
<td>7</td>
</tr>
<tr>
<td>Home Instruction</td>
<td>22</td>
</tr>
<tr>
<td>Homework, Grading</td>
<td>24</td>
</tr>
<tr>
<td>Homework, Parent’s Role</td>
<td>23</td>
</tr>
<tr>
<td>Homework, Philosophy</td>
<td>22</td>
</tr>
<tr>
<td>Homework, Student’s Role</td>
<td>24</td>
</tr>
<tr>
<td>Homework, Teacher’s Role</td>
<td>23</td>
</tr>
<tr>
<td>Homework, Time Guidelines</td>
<td>24</td>
</tr>
<tr>
<td>Honor Roll</td>
<td>20</td>
</tr>
</tbody>
</table>
## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lateness, Class</td>
<td>19</td>
</tr>
<tr>
<td>Lateness, Student</td>
<td>19</td>
</tr>
<tr>
<td>Library/Media Center</td>
<td>6</td>
</tr>
<tr>
<td>Lockers, Hall – Gym</td>
<td>29</td>
</tr>
<tr>
<td>Lost &amp; Found</td>
<td>31</td>
</tr>
<tr>
<td>Marking Periods</td>
<td>22</td>
</tr>
<tr>
<td>Policies &amp; Procedures</td>
<td>15</td>
</tr>
<tr>
<td>Radios, Etc.</td>
<td>32</td>
</tr>
<tr>
<td>Religious Holidays</td>
<td>16</td>
</tr>
<tr>
<td>Restroom</td>
<td>32</td>
</tr>
<tr>
<td>School Closing</td>
<td>4</td>
</tr>
<tr>
<td>School Insurance</td>
<td>7</td>
</tr>
<tr>
<td>School Rules</td>
<td>25</td>
</tr>
<tr>
<td>School Store</td>
<td>32</td>
</tr>
<tr>
<td>Services</td>
<td>5</td>
</tr>
<tr>
<td>Smoking</td>
<td>30</td>
</tr>
<tr>
<td>Student Arrival</td>
<td>3</td>
</tr>
<tr>
<td>TABLE OF CONTENTS</td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----</td>
</tr>
<tr>
<td>Student Behavior</td>
<td>8</td>
</tr>
<tr>
<td>Student Rights</td>
<td>33</td>
</tr>
<tr>
<td>Summer School</td>
<td>22</td>
</tr>
<tr>
<td>Suspension</td>
<td>12</td>
</tr>
<tr>
<td>Textbooks</td>
<td>31</td>
</tr>
<tr>
<td>Traffic</td>
<td>5</td>
</tr>
<tr>
<td>Visitors</td>
<td>5</td>
</tr>
</tbody>
</table>
### FACULTY

<table>
<thead>
<tr>
<th>Subject</th>
<th>Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Language Arts</strong></td>
<td>Ms. Cunniff</td>
</tr>
<tr>
<td></td>
<td>Ms. Kasabian</td>
</tr>
<tr>
<td></td>
<td>Ms. Maddelena</td>
</tr>
<tr>
<td></td>
<td>Ms. Stokols</td>
</tr>
<tr>
<td></td>
<td>Ms. Vitulano</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td>Mr. Caruso</td>
</tr>
<tr>
<td></td>
<td>Mr. Cassesse</td>
</tr>
<tr>
<td></td>
<td>Mr. Cocucci</td>
</tr>
<tr>
<td></td>
<td>Ms. Demone</td>
</tr>
<tr>
<td></td>
<td>Ms. LaGrassa</td>
</tr>
<tr>
<td></td>
<td>Ms. Palmisano</td>
</tr>
<tr>
<td><strong>Science</strong></td>
<td>Mr. Mroz</td>
</tr>
<tr>
<td></td>
<td>Ms. Roberto</td>
</tr>
<tr>
<td></td>
<td>Ms. Roesing</td>
</tr>
<tr>
<td><strong>Social Studies</strong></td>
<td>Mr. Innis</td>
</tr>
<tr>
<td></td>
<td>Ms. Jones</td>
</tr>
<tr>
<td></td>
<td>Ms. Kapusnik</td>
</tr>
<tr>
<td></td>
<td>Mr. Somerset</td>
</tr>
<tr>
<td><strong>World Languages</strong></td>
<td>Ms. Conforti</td>
</tr>
<tr>
<td></td>
<td>Ms. Paredes</td>
</tr>
<tr>
<td></td>
<td>Ms. Maria Rodriguez</td>
</tr>
<tr>
<td><strong>Special Education</strong></td>
<td>Ms. Baker</td>
</tr>
<tr>
<td></td>
<td>Mr. Capalbo</td>
</tr>
<tr>
<td></td>
<td>Ms. Castelli</td>
</tr>
<tr>
<td></td>
<td>Ms. Chopra</td>
</tr>
<tr>
<td></td>
<td>Ms. Cullen</td>
</tr>
<tr>
<td></td>
<td>Ms. Marchione</td>
</tr>
<tr>
<td></td>
<td>Ms. Moussa</td>
</tr>
<tr>
<td></td>
<td>Ms. Volpe</td>
</tr>
<tr>
<td><strong>Physical Education</strong></td>
<td>Mr. Barnaba</td>
</tr>
<tr>
<td></td>
<td>Ms. Butler</td>
</tr>
<tr>
<td><strong>ESL</strong></td>
<td>Ms. Namendorff</td>
</tr>
<tr>
<td></td>
<td>Ms. Cruzado</td>
</tr>
<tr>
<td><strong>Guidance</strong></td>
<td>Ms. Sciscilo</td>
</tr>
<tr>
<td></td>
<td>Mr. Sutrisno</td>
</tr>
<tr>
<td><strong>Student Assistance</strong></td>
<td>Ms. Pries</td>
</tr>
<tr>
<td></td>
<td>Ms. K. Gerbasio</td>
</tr>
<tr>
<td><strong>Child Study Team</strong></td>
<td>Ms. Jaber</td>
</tr>
<tr>
<td></td>
<td>Mr. Mimmo</td>
</tr>
<tr>
<td><strong>Nurse</strong></td>
<td>Ms. Pries</td>
</tr>
<tr>
<td><strong>Arts</strong></td>
<td>Mr. DePice</td>
</tr>
<tr>
<td></td>
<td>Ms. D. Gerbasio</td>
</tr>
<tr>
<td><strong>Music</strong></td>
<td>Mr. Fournier</td>
</tr>
<tr>
<td></td>
<td>Mr. Siafakas</td>
</tr>
</tbody>
</table>

---

### DISTRICT DIRECTORS

<table>
<thead>
<tr>
<th>Department</th>
<th>Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics</td>
<td>Mr. Voorhees</td>
</tr>
<tr>
<td>Curriculum &amp; Instruction</td>
<td>Ms. Diemer</td>
</tr>
<tr>
<td>Technology Education, Data Assessment, &amp; Grants</td>
<td>Dr. Tufaro</td>
</tr>
<tr>
<td>Special Services</td>
<td>Ms. Smahl</td>
</tr>
</tbody>
</table>

### DISTRICT SUPERVISORS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>English &amp; Arts</td>
<td>Ms. Candela</td>
</tr>
<tr>
<td>World Language &amp; SS</td>
<td>Ms. Cardenas</td>
</tr>
<tr>
<td>Science &amp; Family Science</td>
<td>Dr. Riser</td>
</tr>
<tr>
<td>Mathematics &amp; Business</td>
<td>Ms. Trombetta</td>
</tr>
</tbody>
</table>
ACADEMIC PROGRAM OF STUDIES

Secaucus Middle School continues to flourish as a school within a school. We build upon previous successful programs as well as add to our list of new accomplishments through the infusion of innovative activities and teaching strategies. The professional teaching staff and administration at the middle school take pride in developing students who are succeeding academically at each new level of learning, while incorporating the character elements needed to foster civic responsibility and good citizenship. Our small, yet culturally diverse school population has been the recipient of several academic awards and accolades. At the same time, we have been able to maintain a positive community profile, which embraces the spirit of volunteerism and intergenerational activity.

We continue to offer a comprehensive program of content studies. While accelerated programs in Math and Science meet the needs of our gifted and talented, our basic skills program used to help students achieve academic proficiency has been expanded. Special education teachers were able to fully accommodate students’ needs in a regular classroom setting through inclusion/co-teaching programs. These programs were expanded and implemented into Language Arts, Science, Social Studies, World Languages, and our Mathematics curriculum. The technology lab not only helped to supplement existing middle school curriculum, but was also used to prepare middle school students for the rigorous demands of high school.
GENERAL INFORMATION

BELL SCHEDULE

PERIOD ...... TIME
Period 1 .......... 7:40AM – 8:22AM
Period 2 .......... 8:25AM – 9:07AM
Period 3 .......... 9:10AM – 9:52AM
Period 4 .......... 9:55AM – 10:37AM
Period 5 .......... 10:40AM – 11:22AM
Period 6 .......... 11:25AM – 12:07PM
Period 7 .......... 12:10PM – 12:52PM
Period 8 .......... 12:55PM – 1:37PM
Period 9 .......... 1:40PM – 2:22PM

A three-minute passing time is built in between each period.

ONE-SESSION DAY BELL SCHEDULE       DELAYED OPENING SCHEDULE
Period 1    7:40-8:04                 Period 1   9:40-10:08
Period 2    8:07-8:31                 Period 2   10:11-10:39
Period 3    8:34-8:58                 Period 3   10:42-11:10
Period 5    9:28-9:52                 Period 5   11:44-12:14
Period 6    9:55-10:19                Period 6   12:17-14:47
Period 7    10:22-10:46               Period 7   12:50-1:20
Period 8    10:49-11:13               Period 8   1:23-1:51
Period 9    11:15-11:40               Period 9   1:54-2:22

A three-minute passing time is built in between each period.

EMERGENCY EVACUATION PLAN

1. In the event an alarm is sounded or an announcement is made to evacuate, students should exit the building in a swift and orderly fashion. Directions for exiting the building are posted in each classroom, office, and throughout the building. Please familiarize yourself with these directions at the beginning of each semester.

2. Students who are incapacitated, confined to a wheelchair, or otherwise unable to proceed from the second floor without assistance are to move to the stairwell adjacent to the Chem. Biology 2 lab and await school personnel or an EMS worker. If there is a dangerous situation in that area, go to the stairwell nearest the elevator.

3. Students are reminded not to use the elevator during an emergency evacuation.
4. Faculty members will direct their students to a designated area outside the building. Attendance will be taken when the class arrives at the area top, which they are assigned.

**In the event of an extreme emergency requiring the dismissal of the entire student body, school personnel will activate the plan designed for the safe and orderly signing-out process.**

**EVACUATION PLAN**

1. Students will evacuate to a safe location. The safe location is the Secaucus Recreation Center on Koelle Blvd.
2. Students who meet their parents at the safe locations will be released to their parents.
3. Students who may walk home safely from the designated safe locations will be permitted to do so.
4. Students who reside in a flooded area will have to remain at the safe location until their parents arrive or give permission for the students to go to another safe area.
5. Buses will transport students to the most distant safe areas first and return for other students.
6. No student will be permitted to walk home from the Middle School unless it has been established that the student will not enter a flooded area and that it is safer for him to walk home from the Middle School rather than a more distant location. A prior determination of the safe condition of the route and destination will be conducted to ensure no dangers exist or the student will not be permitted to leave school grounds.

Before evacuation is begun, notice of safe locations, dismissal times, and other pertinent data will be broadcast via a phone call from the school. Alerts may also appear via the Secaucus Educational Channel (Channel 34), on commercial radio stations, and/or the school’s website.

**SCHOOL CLOSINGS**

In case of severe weather, the official announcements for school closing will be made via a phone call from the Secaucus Board of Education. In addition, please check your local news stations for information.

**DO NOT CALL THE SECAUCUS POLICE DEPARTMENT**

Announcement of closing/90 min delay will be made via a phone call from the Secaucus Board of Education, over stations WOR-AM (710) WINS-AM (1010) WNYW (channel 5) and Channel 34.

Bus times and routes will be announced on channel 34.
**CLOSED CAMPUS POLICY**

Students are not permitted to loiter, stand, or congregate outside any part of the building. Upon arrival to school, students are to enter the building and report to either the cafeteria or library after going to your locker.

The only valid reason to leave the building before the end of the regular school day is a request for and granting of an early dismissal by an administrator. A letter or phone call must be received that morning from a parent and an early dismissal form must be filled out in the main office. The parent picking up must come in to the building to sign the student out.

No student will be permitted to leave the building during his/her regularly scheduled day unless the parent of the student has requested and been granted an early dismissal. The parent must pick up the student.

**VISITORS**

All visitors, including parents, must report to the Middle School Main Office for approval to be in the school building.

**TRAFFIC**

1. Due to construction, drivers are being asked to drop off and pick up students in front of the High School entrance near the lower lobby of the PAC.
2. All drivers should follow the speed limit in effect in the school zone.
3. Drivers should then drop off and pick up their passengers at curbside.
4. Students should not be crossing Bus Lane in front of oncoming traffic or walking between cars to gain access to their vehicles.

**SERVICES**

**GUIDANCE**

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

The Middle School counselors can be reached at 201-974-2022.
• **A Tutorial Program** has been established. Students needing assistance are matched with a tutor chosen from various high school honor societies.

• **Midterm Progress Reports** At times it is necessary to track a student's performance more closely than usual. For this purpose, we have adopted the progress report, which enables teachers to comment on the student’s attitude, class performance, and daily assignments. These reports are sent home approximately 4 ½ - 5 weeks into every marking period.

• **Commendation Reports** may be issued by the classroom teacher at anytime during the academic year to students who have shown outstanding effort, interest and aptitude in the subject area.

• **Deficiencies** may be sent to the parents of students who are failing or in danger of failing for the marking cycle after midterm progress reports have gone out. To receive additional information regarding your child’s performance in all areas, contact the counselor.

---

**LIBRARY/MEDIA CENTER**

The library/media center is located on the first floor of the school. When school is in session, library hours are from 7:30 AM through 3:30 PM.

All students must sign in when entering the media center.

Once a student has signed in, the student must remain for the entire period unless a teacher requests, in writing, the student’s return to class at a specified time.

**THE USE OF THE MEDIA CENTER IS A PRIVILEGE. ANY STUDENT WHO VIOLATES THE RULES ESTABLISHED FOR THIS AREA WILL LOSE THIS PRIVILEGE.**

All students are to become familiar with the Board of Education Network Policy with regard to Internet use. Students violating the policy will have privileges suspended or revoked.

All books and pamphlets are on loan for two weeks. Fines on overdue books are charged each day. All books are to be returned to the library staff at the circulation desk.

The student is responsible for any materials borrowed. Do not borrow books for friends or allow friends to use books assigned to you.
Any student behaving in a manner unbecoming to the library/media center will be asked to leave. Once a student has entered the library/media center, he/she is to remain there for the entire period.

- Eating or drinking is not permitted
- Computers are to be used for school work only
- The library/media center is to be used for quiet study and research

**SCHOOL INSURANCE**

The Secaucus Board of Education will provide student insurance on a full access basis for the school year. The Board of Education will provide this coverage at no cost to the student. If you have any questions concerning this insurance program, please contact the school nurse, Ms. Gerbasio, at 201-974-2026.

**HEALTH SERVICES**

Students who have an accident or are injured in any way, are to report or have a student inform their teacher immediately. Students who become ill in class are to report to their teacher, who will refer them to the school nurse. If there is a necessity to go home, the nurse will inform the parent, and the student will be released from school. If the procedure is not followed and the student leaves without properly checking out-of-school, the student will face disciplinary action.

According to school policy, the nurse may not dispense aspirin or other internal medication, without written consent from a physician. Forms will be sent home and must be filled out by a physician in order for aspirin or other internal medication to be dispensed. If a student must take prescription medication during the school day, he/she must leave this medicine in the Clinic when he/she arrives at school. All medications must be in the original container with the student’s name, name of the medication, and written instructions for dispensing from the student’s doctor or parent must accompany the container when given to the nurse.

**CHRONIC MEDICAL CONDITIONS**

Chronic medical conditions which may affect a student’s attendance, promptness to school, or performance when attending school must be confirmed in writing by a physician and submitted to the school nurse at the beginning of the school year or immediately upon the diagnosis of the attending physician. The Principal, or his/her designee, will make the final determination as to whether or not the excuse is acceptable.
**ELEVATOR KEYS**
Elevator keys are issued by the school nurse. The number of days the student will have use of the key will be determined by the nurse. Upon conclusion of that time period, the student must immediately return the key to the office. Students who fail to do so will be subject to disciplinary action and charged a fee for the key. Only students who are assigned keys and their designated student aides may use the elevator.

**STUDENT BEHAVIOR**
Attendant upon the rights guaranteed to each student are certain responsibilities, which include respect for the rights of others, to school authority and obeying school rules and regulations.

Students are expected to show consideration and responsibility at all times. Behavior should be guided by respect for the administrator, teachers, clerks, custodians, fellow students, and for the school.

It is necessary for all students to exercise proper behavior in school. Proper student behavior extends beyond the school day and into all (after school) student activities.

**SEQUENCE OF DISCIPLINARY INTERVENTION**
In Secaucus Middle School, the system of discipline is more formal than in the elementary grades. In most cases, teachers handle routine problems. A typical sequence of intervention is listed below. This sequence will be modified depending on the severity of the infraction and/or if the problem is part of a pattern of repeated poor behavior:

1. Teacher/Student Conference
2. Student Detention
3. Parent Communication
4. House Conference
5. Guidance Conference
6. Administrator Conference
**TYPES OF DISCIPLINARY INFRACTIONS**

The following is a summary of infractions, which may result in detention, suspension, or both. Since all infractions cannot be anticipated, the administration reserves the right to impose disciplinary action on any student whose behavior is deemed disruptive, destructive, disrespectful, or dangerous. Repeated occurrences will result in consequences of longer duration and greater severity. Any violation of public law will be reported to the appropriate authorities.

<table>
<thead>
<tr>
<th>Attendance Incidents</th>
<th>Acts Against Persons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Cut</td>
<td>Fight- Minor/Altercation/Confrontation</td>
</tr>
<tr>
<td>Tardiness, Habitual</td>
<td>Fighting</td>
</tr>
<tr>
<td>Truancy</td>
<td>Bullying/Harassment</td>
</tr>
<tr>
<td>Leaving Campus Without Permission</td>
<td>Hazing</td>
</tr>
<tr>
<td>Out of Assigned Area</td>
<td>False Accusation Against School Staff</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rule Violation Incidents</th>
<th>Sexual Misconduct/Indecent Exposure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dress Code</td>
<td>Sexual Harassment</td>
</tr>
<tr>
<td>Cheating by Theft of Information</td>
<td>Assault/Threat (Low Level-Non-Criminal)</td>
</tr>
<tr>
<td>Cheating- Major</td>
<td>Assault/Threat (Medium Level)</td>
</tr>
<tr>
<td>Class/School Rules Violation (Classroom Management)</td>
<td>Assault/Threat (High Level)</td>
</tr>
<tr>
<td>Detention- Unserved</td>
<td>Battery- Simple</td>
</tr>
<tr>
<td>Cell Phone/iPod Violation</td>
<td>Battery on SBOE Employee/Law Enforcement Officer</td>
</tr>
<tr>
<td></td>
<td>Battery- High Level</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Disruptive Incidents</th>
<th>Property Incidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disruptive (Unruly) Behavior of Play</td>
<td>Theft- Petty &lt; $300</td>
</tr>
<tr>
<td>Disobedience/Insubordination</td>
<td>Theft- Grand &gt; $300</td>
</tr>
<tr>
<td>Profanity- Use of Insulting/Obscene Language</td>
<td>Vandalism/Damage to Property &lt; $1,000</td>
</tr>
<tr>
<td>Profanity Directed Towards a Staff Member</td>
<td>Vandalism/Damage to Property &gt; $1,000</td>
</tr>
<tr>
<td>Gambling</td>
<td>Technology- Inappropriate use (Computer or Network)</td>
</tr>
<tr>
<td>Inciting a Disturbance</td>
<td>Technology- Illegal use (Computer or Network)</td>
</tr>
<tr>
<td>Forgery of Document/Signature</td>
<td>Arson</td>
</tr>
<tr>
<td>Falsification/Misrepresentation (Lying)</td>
<td>Burglary-Unlawful Breaking/Entering into a school facility</td>
</tr>
<tr>
<td>Prohibited/Distracting Items- Possession/Use</td>
<td></td>
</tr>
<tr>
<td>Distribution/Sale of Unauthorized Materials</td>
<td>Delinquent Act/Felony Off-Campus</td>
</tr>
<tr>
<td>Trespassing</td>
<td>Weapons- Class A (Possession) Felony</td>
</tr>
<tr>
<td>False Fire Alarm/911 Call</td>
<td>Weapons- Class B (Possession)</td>
</tr>
</tbody>
</table>
**Substance Abuse/Drug Incidents**

<table>
<thead>
<tr>
<th>Substance</th>
<th>Incidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medication-Over-the-Counter</td>
<td>Bomb Threat (Placing)</td>
</tr>
<tr>
<td>Tobacco-Possession/Use/Sale/Transmittal</td>
<td>Bomb Threat (False Reporting)</td>
</tr>
<tr>
<td>Alcohol-Possession/Use/Under the Influence</td>
<td></td>
</tr>
<tr>
<td>Drug-Possession/Use/Under the Influence</td>
<td></td>
</tr>
<tr>
<td>Drug or Imitation Drug Sale/Distribution/Transmittal</td>
<td></td>
</tr>
<tr>
<td>Drug-Felony Possession</td>
<td></td>
</tr>
</tbody>
</table>

*Proper community authorities will be notified.*

**Students will be required to undergo a complete physical examination in accordance with the guidelines established by the State Department of Education.**

**DETECTION**

Also known as “central detention” may be assigned by an administrator when a student has violated school rules. Central detention will be held in a designated room from 2:30 PM to 3:00 PM or during the student lunch period (students will be permitted to eat their lunch during detention.) Saturday detention can be assigned as well.

Students attending tutorials will report to detention immediately upon conclusion of the tutorial. A pass from the tutor is mandatory. Three minutes of passing time will be permitted from the tutorial to the detention room.

Participation in athletics or other co-curricular activities, work, family obligations, or medical/dental appointments are not excuses for missing detention. Only an administrator can excuse you from detention. Cutting detention is cause for suspension.

**CELL PHONE/HAND HELD DEVICE POLICY**

Students are not permitted to use cellular telephones/hand held devices while school is in session. Cellular telephones must be turned off while the student is in the school building and may only be turned on after school has concluded for the day and outside the school building.

The principal may grant permission for a student to bring or possess a remotely activated communication device on any school property only if the student provides a written request to the principal. The student must establish to the satisfaction of the principal a reasonable basis for the possession of the device. The written request must include the purpose of the student possessing and/or bringing the device on school property and the date or dates in which the student requests to possess and/or bring the device on school property. The
written request must also include the date in which the student will no longer need to bring and/or possess the device on school property.

The principal, upon reviewing the request from the student, will make a determination. The determination will be in writing and if approved, written permission for the student to bring and/or possess a remotely activating paging device will be provided to the pupil. Permission will only be provided for two weeks.

The student must submit a new request if the time in which permission is given to bring and/or possess a device expires. The student that is granted permission to possess and/or bring the device must be in the possession of the device at all times.

In the event a student violates this policy as to handheld devices, the principal will confiscate the device, take appropriate disciplinary action and immediately notify the Superintendent and the local law enforcement agency.

Students and parents will also follow the guidelines outlined in the cell phone student/parent contract:

1. Students will not be permitted to have cell phones on throughout the school day. Cell phones will only be permitted after regular school hours.
2. Students, who bring cell phones to school are responsible for loss/theft/damage to all hand-held devices. All cell phones must be turned off during the school day.
3. Fire drills or other emergency evacuations are considered cell phone blackouts. During such events, there will be zero tolerance on cell phone use as it may interfere with the safety and efficiency of the procedure.
4. Parents who need to contact students during the school day must call the front office at 201-974-2025 or 201-974-2024. Staff will be able to contact your child in an emergency situation.
5. Students who need to contact parents or family members must use one of the office phones.
6. Should a student be observed using a cell phone or a cell phone rings during the regular school day, disciplinary action will include, but is not limited to confiscation of the cell phone. Cell phones will only be returned to a parent/guardian after regular school hours. Repeat violations of this policy will be noted in a student’s disciplinary file and may result in additionally consequences.
**ALCOHOL AND DRUG USE**

The Board of Education has a strong policy concerning student use and/or possession of alcohol and other drugs.

The Board of Education prohibits the use, possession, or distribution of any drug by pupils, staff, or others on school property, at school functions, and coming to and going from school.

Staff members are required by law to report any student suspected of being under the influence or having problems related to alcohol and/or drugs through the district procedures.

In accordance with NJSA 81A: 40-A 12, the principal or his/her designee shall immediately notify the parent or guardian (when a student is suspected of being under the influence). The parent or guardian must arrange for an immediate physical examination with his or her own physician, such exam to include a urine analysis including a comprehensive alcohol and drug screen, with THC.

In the absence of the family physician, or if the parent or guardian being available, the principal shall arrange for the pupil to be taken to the emergency room of the nearest hospital for examination, accompanied by a member of the school staff designated by the principal.

Medical Assessment of the student shall include: level of consciousness and awareness, vital signs, urine testing for alcohol and/or other drugs, pupil size and reaction to light, orientation of time and place, and any other medical attention deemed necessary for the welfare of the student.” The student may return to school pending results of the above tests.

Consequences for violation of statutory and/or board policy concerning drugs/alcohol may result in disciplinary action as well as criminal prosecution.

**SUSPENSION**

In general, suspension can be imposed for any behavior that threatens, injures, or embarrasses others. In addition, the following offenses may be punishable by suspension:

1. Trafficking/possession of alcohol or other drugs
2. Use/possession of tobacco, alcohol, drugs, weapons
3. Stealing
4. Willful disobedience of authority
5. Profane language  
6. Damaging school property  
7. Intolerance of gender, race, color creed, religion, national origin, or sexual orientation.  
8. Bullying  
9. Disruptive school behavior  
10. Fighting  
11. Theft  
12. Profanity, obscene gestures or acts  

Suspension from school is only as effective as parents make it. Parental support is necessary for this punishment to serve its purpose.  

**SUSPENSION FROM SCHOOL**  
Parents of students placed on suspension will be notified by telephone followed by a letter of explanation. A follow-up conference may be required upon the completion of the suspension so that a course of action may be established to aid in preventing future occurrences.  

Students who are placed on suspension (in or out-of-school) cannot participate in any extra co-curricular activities.  

If a student is placed on out-of-school suspension, the parent will be contacted immediately and directed to take the student home. While on suspension, the student is required to remain at home during school hours. During the duration of the suspension, the parents(s) will assume the responsibility for the student.  

Students on out-of-school suspension are responsible for making up all class assignments and must complete the work in the time prescribed by the teacher.  

Students who are suspended cannot appear on school property or attend school events until the suspension has been lifted.  

A student whose suspension bridges a weekend cannot participate in any school, social, or athletic activity during that time.  

**IN-SCHOOL SUSPENSION/PROJECT FOCUS**  
1. The student is responsible for bringing all necessary materials (books, pencils, etc)  
2. No Student is to leave the suspension room without the permission of an administrator or his/her designee. Should a student leave without
permission, the suspension will be extended, or he/she may be placed on
out-of-school suspension.
3. Students who are absent from school during a suspension period shall
complete the suspension upon returning to school. All participation
restrictions will remain in effect during the absence from school.
4. Students are to remain in assigned seats.
5. Only schoolwork will be permitted in the suspension room.
6. Suspended students are responsible for turning in assignments to the
project focus classroom teachers. Failure to do so in a timely fashion will
result in a grade of “0.”
7. Suspended students are to report to the assigned room/project focus at
the beginning of the school day. Late sign in may increase the suspension
time.
8. Lunch is to be eaten in the assigned room/project focus room. Students
will bring their lunches to the suspension room

HABITUAL OR SERIOUS OFFENDERS
Students who are habitual discipline offenders or who commit a single serious
ing offense may be subject to the following consequences:

1. Suspension for an extended period, i.e. three to ten days.
2. Mandated consultation with a Child Study Team counselor
3. Placement in an alternative educational program.

CHEATING OR PLAGIARISM
Cheating is wrong and will not be accepted in any form at SMS. All submitted
work is expected to be a reflection of the student’s own effort. Cheating will not
be tolerated in any form, including but not limited to: looking around for
answers, copying homework, written help beyond basic editing, or submitting an
assignment that is not the student’s own.
POLICIES AND PROCEDURES

STUDENT ABSENCE
The Secaucus Board of Education recognizes its responsibility to provide a thorough and efficient education for every student within the district in accordance with the constitution of the state. The school administration and teachers cannot successfully fulfill their responsibility to the student unless the student is present for all regularly scheduled classroom activities. It is essential that every student understands and accepts the necessity to attend school every day that school is in session. Poor attendance limits accomplishments and reinforces a habit, which will handicap the individual in future education or employment. Consequently, there is an impelling responsibility upon the parent and pupil for the student to attend school as scheduled. Therefore, the Secaucus Board of Education will neither condone nor permit absence from school for any reason not specified in the law and will not give course credit if the student attendance requirement is not met.

In compliance with Board of Education and state attendance requirements, all students should attend school in a punctual fashion every day. It is the responsibility of the middle school administration to notify the parent/guardian of excessive absences.

Secaucus Board of Education Policy states that students who are tardy/absent 5 times will receive a letter and be discussed at an I&RS Committee Meeting. At 10 tardy/absences, a possible court date will be required. New Jersey policy states that a student may be retained after 18 absences (10% of the school year.)

DEFINITIONS
- **Pupil** – a person who is enrolled in a public school
- **Parent** – the natural and/or foster parent(s), legal guardian, or parent surrogate of pupil. Where parents are separated or divorced, “parent” means the person who has legal custody of the pupil.
- **School Day** – Students must complete four (4) hours of school to be counted present for the entire day.
- **Regular Attendance** - is defined as being present for all classes and activities on a student's program.
- **Absence** – is defined as non-attendance in regular classes and assigned locations for the entire school day. It is either acceptable or unacceptable.

**RELEASE TIME FOR RELIGIOUS HOLIDAYS**

In accordance with Chapter 322, P.L. 1951 with regard to student absence because of religious holidays, the Commissioner of Education, with the approval of the State Board of Education, is charged with the responsibility of prescribing such rules and regulations as may be necessary to carry out the purpose of the law. The law provides that:

1. No pupil who is absent from school because of a religious holiday may be deprived of any award, eligibility, or opportunity to compete for any award of absence.
2. If a pupil misses a test or examination because of a religious holiday, the pupil must be given the right to take an alternate test or examination.
3. To be entitled to the privilege set forth above, the pupil must present a written excuse signed by a parent or person standing in place of the parent.
4. Any absence because of a religious holiday must be recorded in the school records or in any group or class attendance record as an excused absence.

The pupil must present a written excuse signed by a parent or person standing in place of a parent. Any absence because of a religious holiday must be recorded in the school register as an excused absence. Such absence must not be recorded on any transcript or application or employment or on any similar form.

**REPORT OF STUDENT ABSENCE**

In order to report a student's absence from school, a parent must call the school before 7:40 AM. Students are required to submit a written excuse from a parent for each absence from school. Written excuses are kept on file. All students absent due to communicable disease must be readmitted to school through the
nurse’s office with a doctor’s note. A doctor’s note is also required for absences of three (3) days or more with approval of the nurse.

**EARLY DISMISSAL**
The Board of Education recognizes that situations may occur which would require an early release from school:

- **Illness**, which manifested itself after having reported to school
- **Verified appointment** with a physician/dentist
- **Court appearance**

**PROCEDURE FOR EARLY DISMISSAL**
1. A Letter or phone call must be received that morning from a parent and an early dismissal form must be filled out in the main office.
2. Clerical personnel will assist student with early dismissal form.
3. The parent picking you up must come in to the building to sign you out.

**AS PER NEW JERSEY STATE LAW A STUDENT MUST HAVE FOUR (4) HOURS IN SCHOOL TO BE MARKED PRESENT**

Early dismissal should only be used in cases of emergency. All appointments should be made outside of school hours whenever possible. Only the Principal can grant permission for early dismissal. Any class absences resulting from an early dismissal will become part of the student’s attendance record.

If it is necessary for a student to be dismissed before the end of the normal school day, the parent must submit a written request. The parent request is to be brought to the main office before during period 1. The parent must sign out the student in the Principal’s office before leaving the building with the student.

**MAKEUP WORK FROM ABSENCES**
Students are responsible for all work missed while absent. If an absence of three or more consecutive days occurs, parents may call the Guidance Office, **in the morning**, at 201-974-2024 to request assignments. This provides our Guidance Counselor time to compile assignments. Assignments are to be picked up between 2:22 PM – 3:00 PM. Assignments/tests should be made up in the number of days equal to the absence. Extenuating circumstances may alter this time frame; however, it is important to note that it is beneficial to the learning process to master the concepts missed in the shortest possible time. If a student is out on a family vacation teachers will provide an outline of materials which will
be covered during that particular time; however, students and parents must be aware that missed instructional time cannot be made up. It is the student’s responsibility to check with his/her individual teachers in order to make up all assignments/tests.

**ACCEPTABLE REASONS FOR ABSENCE**

- **Illness** - supported by a parent’s/physician’s note
- **Serious illness or death** in the immediate family
- **Religious holiday**
- **School sponsored educational activities or externally sponsored activities sanctioned by the Principal or the Board of Education.**
- **Suspension** from school
- **Other special reasons** pre-approved by the principal, such as medical appointment, family emergencies, and full day court appearances.

**UNACCEPTABLE REASONS FOR ABSENCE**

- **Truancy** - any unacceptable absence from school or assigned location(s) for the school
- **Cutting** - any unacceptable absence from class(es) or assigned location(s) while being present for the school day.

**EXTENDED ABSENCES**

In the event that a student misses five (5) consecutive school days and has not requested or received home assignments, is not on home instruction, or is not medically certified as incapacitated, the parent and student will be issued a written notification for the student to return to school immediately. Failure to do so may result in the following:

1. Notification to parents of students under the compulsory school age (below sixteen (16) years of age) that they are in violation of the law (N.J.S.A. 18:38-20). Failure to comply with the provisions of the law may cause the parent/guardian to be deemed a disorderly person and subject to a fine (N.J.S.A. 18:38-13).
**EXCESSIVE ABSENCES**

Perfect attendance is a goal every student should set for himself/herself. Excessive absence is not to be tolerated. In an effort to maintain communication between the school and home parents will be notified after:

- **5 absences** – letter to parent/student conference with guidance counselor.
- **10 absences** – letter to parent/parent conference with guidance counselor
- **15 absences** – letter to parent/parent conference with Principal
- **20 absences** – student grade can be reduced two (2) letter grades

Parents are encouraged to monitor their child’s attendance patterns and work with the school for the child’s benefit.

**STUDENT LATENESS**

Punctuality – Being on time for school and class is a quality every student should possess.

Students arriving late to school must report to the Principal’s office to sign in and obtain a late pass before going to period 1. The lateness is to be noted on the student’s attendance record and parent’s are to be notified. Lateness to school/class results in central detention to make up the time.

Reasons for tardiness can include illness, death in the family, religious holidays, medical appointment, or a late school bus.

**LATENESS FOR CLASS**

Classroom Teachers will address tardiness individually. The parent will be contacted if the problem persists.
GRADING

ALPHABETICAL GRADE EQUIVALENCE

Grading breakdown is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100-98</td>
</tr>
<tr>
<td>A</td>
<td>97-94</td>
</tr>
<tr>
<td>A-</td>
<td>93-91</td>
</tr>
<tr>
<td>B+</td>
<td>90-88</td>
</tr>
<tr>
<td>B</td>
<td>87-84</td>
</tr>
<tr>
<td>B-</td>
<td>83-81</td>
</tr>
<tr>
<td>C+</td>
<td>80-78</td>
</tr>
<tr>
<td>C</td>
<td>77-74</td>
</tr>
<tr>
<td>C-</td>
<td>73-71</td>
</tr>
<tr>
<td>D</td>
<td>70: MIN PASSING</td>
</tr>
<tr>
<td>F</td>
<td>69-0: FAILING</td>
</tr>
<tr>
<td>I</td>
<td>INCOMPLETE</td>
</tr>
<tr>
<td>S</td>
<td>SATISFACTORY</td>
</tr>
<tr>
<td>U</td>
<td>UNSATISFACTORY</td>
</tr>
</tbody>
</table>

A grade of “I” (incomplete) may be given for a subject in a marking period if the student has missed school for legitimate reasons. A student is allowed two weeks after the marking period to make up any incomplete work. Such work will be averaged with all other grades in that subject area. The student will receive a failing grade for work not completed.

HONOR ROLL

All core subjects are used in computing the honor roll. All courses are considered the same, and there are no levels and no weighted values with reference to difficulty of courses. Each grade is assigned a certain value as follows:

A+ = 4.0 ~ A = 3.7 ~ A- = 3.4 ~ B+ = 3.0 ~ B = 2.7 ~ B- = 2.4
C+ = 2.0 ~ C = 1.7 ~ C- = 1.4 ~ D = 1.0 ~ F = 0.0

- **High Honors List**
  A student must have an average of 3.50 or better with no grade lower than a B+ in a major course and “S” in a cycle course.

- **Honors List**
  A student must have an average between 3.0 or higher and no grade lower than B- in a major course and “S” in a cycle course

Letters are sent to the parents of each student who has earned High Honors and Honors Honor Roll for each marking period during the school year.
COMMENTS – REPORT CARDS/PROGRESS REPORTS

REPORT CARD
1. Superior Overall Performance
2. Good Overall Performance
3. Needs to Work to Potential
4. Needs to Improve Quality of Homework Assignments
5. Needs to Participate More Often in Class
6. Missing Homework Assignments
7. Needs to Consistently Meet Deadlines
8. Failure to Make Up Work After an Absence
9. Needs to Improve Test/Quiz Performance
10. Inattentive in Class
11. Needs to Improve Classroom Behavior
12. Unprepared for Class, No Book, Pen/Pencil, Notebook or Calculator, Etc.
13. Excessive Absences Hinder Potential
14. Needs to Seek Extra Help
15. Mandatory Parent Conference Requested
16. Potential Course Failure for the Year
17. Consistently late to class

PROGRESS REPORTS
1. Superior Overall Performance
2. Good Overall Performance
3. Needs to Work to Potential
4. Needs to improve Quality of Homework Assignments
5. Needs to participate More Often in Class
6. Missing Homework Assignments
7. Needs to consistently Meet Deadlines
8. Failure to Make Up Work After an Absence
9. Needs to Improve Test/Quiz Performance
10. Inattentive in Class
11. Needs to Improve Classroom Behavior
12. Unprepared for Class, No Book, Pen/Pencil, Notebook or Calculator, Etc.
13. Excessive Absences Hinder Potential
14. Needs to Seek Extra Help
15. Mandatory Parent conference Requested
16. Current Average 91-100 (A)
17. Current Average 81-90 (B)
18. Current Average 71-80 (C)
19. Current Average 70 (D)
20. **Current Average 69 or Below (F) Potential Course Failure for the Marking Period**

**MARKING PERIODS**
Each marking period is approximately nine (9) weeks in duration (approximately 45 school days.) Report cards are issued to students in November, February, April, and June.

**HOME INSTRUCTION**
In the event a student has long-term illness, the parent may request home instruction. Forms and procedures can be obtained at either the Board of Education office, the principal’s office or by calling 201 974-2022.

**SUMMER SCHOOL**
Summer school is required for any student who fails one major subject. Promotion to the next grade will not be permitted without successfully completing a summer school program. Any student who fails more than one major subject will be retained (repeat) in the same grade level. Promotion to the next grade will be denied to any student failing two or more major subjects. A major subject is one that meets five times a week for the school year. Eighth grade students failing one subject will not participate in the Middle School graduation ceremony or class trip.

Summer school is not offered in Secaucus. Arrangements, tuition, and transportation for summer school are the responsibility of the parent/guardian, at their expense. The school will provide parents with a list of available summer schools. If no summer school is available in the area for the failed course, the school will make provisions.

**HOMEWORK POLICY**

**PHILOSOPHY**
Homework and assigned projects serve an important purpose in your child’s academic development. It is a means of reviewing and reinforcing the lessons taught in school. The work assigned will help your child develop work and study habits that will assist him/her throughout the years spent in school. Your can
help your child develop some routines that will be of assistance in successfully completing homework assignments. The nature of assignments varies with the student and the type and level of the lesson. In some programs, it may be reinforcing of skills, in others, it involves exploring new or related subject matter. Homework assists the student in learning how to organize time, work independently or in groups.

The teacher, student, and parent each play a role in ensuring the fulfillment of homework assignments. The teacher assigns; the student performs; the parent encourages. The following suggestions are offered as respective roles:

**PARENT’S ROLE**
- To provide a suitable place for study
- To establish, with the student, a regular routine for homework
- To promote a positive attitude toward homework
- To assist the student in obtaining missed homework assignments if absent
- To discuss subjects taught, books read, current events, and philosophy of life with the student
- Ask your child each day if he/she has homework. Be aware homework assignments vary from teacher to teacher and subject area to subject area.
- Remember homework is your child’s work – not yours. You should not do the work for the child; rather, you should be concerned with whether or not your child did the work. If your child has trouble with a homework assignment and cannot complete it, write a note telling the teacher about the problem.
- Help your child keep a regular homework time each day and be consistent.

**TEACHER’S ROLE**
Appropriate homework refers to assignments which:

- Review the day’s lesson
- Prepare students for future lessons
- Provide practice in developing skills
- Clearly related to skills/topics of lesson
- Are not unnecessarily long and repetitive
- Given to advance knowledge, not to punish
**STUDENT’S ROLE**

- To approach assignments seriously
- To complete assignments on time
- To assume responsibility for obtaining an assignment in the event of an absence
- To organize time in case of long range assignments

**TIME GUIDELINES**

In order to meet curriculum goals, it is expected that seventh and eighth graders spend at least 1 and 1-½ hours to 2 hours per school night on homework. Coordination of daily and long term assignments is a part of the total homework time obligation. The professional staff recognizes individual differences and learning styles. If students are spending an inordinate amount of time on homework, this should be reported to his/her respective teachers or guidance counselor for an evaluation. We believe that young people also need time out-of-school to strengthen family ties and participate in activities which include immediate and extended family members, community service, recreational opportunities and to develop an appreciation for the creative use of free unstructured time.

If a student consistently states that he/she has not received homework, or that he/she has completed assignments in school, the parent should contact the teacher, guidance counselor, or visit our website at (Board of Education) for verification.

**GRADING HOMEWORK**

The teacher who gives a homework assignment attaches importance to the grading of that assignment as follows:

- The teacher checks homework and affixes an appropriate grade and/or comment in accordance with his grading policy. Thus, homework grades become a part of the report card.
- The student is responsible for submitting each assignment on its due date. Anyone who fails to meet this responsibility will comply with the individual teacher’s guidelines.
- The homework assignment must be prepared in accordance with the standards outlined by the individual teacher.
- Each student is expected to enter the classroom with a completed assignment.
• The teacher will notify the parent, through the guidance counselor, whenever a student repeatedly fails to do his homework.

ABSENCE FOR VACATION

Although this policy addresses the importance of homework, it in no way diminishes the importance of classroom participation as the most crucial ingredient of the total education experience. It is believed that absence from school for vacation purposes, other than regularly scheduled holiday breaks, creates a serious disruption in the student’s educational process. Therefore, parents are strongly urged to refrain from planning vacations when school is in session. In the event that a student needs to be out-of-school, as the result of extenuating circumstances it is school policy that all tests and homework be made up. The individual teacher’s discretion will determine how much the absence from class will count in the final evaluation of the grade.

For more information, see the Student Absence section on page 15.

SCHOOL RULES

ANNOUNCEMENTS
Announcements will be made in the morning and during lunch periods.

ASSEMBLY PROGRAMS
Assembly programs are held to celebrate holidays, recognize student achievement, or to provide worthwhile cultural and educational experiences. It is essential that all students observe the following basic rules:

1. Applause is the proper means of showing one’s appreciation
2. Whistling, yelling, rhythmic clapping, and stomping of feet are examples of inappropriate responses (unless requested by musical performers during a show)
3. Talking or making disruptive sounds during a performance, speech, or presentation is both disruptive and inappropriate.
4. Students who are asked to leave an assembly program due to inappropriate behavior will be subject to detention or suspension and may be barred from future assembly programs or other school activities.
POSTERS
Posters that advertise school-sponsored activities are permitted on non-painted surfaces only. They should not be placed in stairwells or in areas where they may obstruct safety. They also should not obscure any other postings. Students and club advisors are reminded of the responsibility to properly and completely remove signs or posters once the activity has concluded.

SCHOOL PUBLICATIONS
Several student publications are distributed throughout the year, which are sanctioned by the Secaucus Board of Education. Outside publications cannot be distributed without the prior authorization of the school administration.

STUDENT DRESS CODE
Students are to arrive to school wearing appropriate clothing as defined in the dress code. Those who are scheduled for physical education class during the day may change into more suitable gym clothing upon arriving to class.

TOPS:
The code mandates that all tops must be purchased from the designated suppliers in red, white, or navy blue, with the with the Secaucus Patriots logo on the left breast embroidered in ¾ inch (White on red and blue tops, and red on white tops) stitching. Any one or more of the following tops are approved for wear during the school day:

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

Tee shirts worn under the polo shirts are to be red, white, or navy blue only.

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

1. That “Docker-style” pants be purchased in khaki or navy blue cotton or cotton polyester
2. That the pants may have a slight flare at the bottom to accommodate boots.
3. That the front is plain or pleated.
4. That the pants should not be skin tight or overly loose at the
5. That the pants shall not be baggy, or skin tight down the legs
6. That the cut of the waist shall exist above the hips as opposed to “at the Hips” or “below the Hips"
7. That the length is standard pants length
8. That no large pockets, such as those found on cargo pants, exist anywhere on the pants.
9. That the pants leg is wide enough to cover a boot is the student plans to wear boots. Pants shall not be tucked inside boots.
10. That no company labels be prominent feature on the pants.
11. “Capri-style” pants may be purchased for girls in khaki or navy blue cotton or cotton polyester

SKORTS:
1. Skorts may be plain-front or pleated in a cotton or cotton/polyester
2. Skorts are to be khaki or navy blue only.
3. Shorts worn under a skirt is not an acceptable alternative.

SKIRTS:
Skirts are not permitted at the middle school or high school.

FOOTWEAR:
Footwear must conform to the policy stated within the Student Handbook. In addition, boots must be concealed under pants legs.

ACCESSORIES:
1. Plain stockings in neutral, red, white, or navy blue are permissible.
2. Leotards are permissible, but must be neutral, red, white or navy blue.
3. Leggings or other fitted leg wear that does not cover the entire leg and foot are not permitted.
4. Socks should coordinate with the basic School Colors.
5. Belts are not to be worn as an accessory separate from the pants
6. Beads, pearls and or any other neckwear accessory should be in good taste and not excessive.


SCHOOL ADMINISTRATORS HAVE THE RIGHT TO DETERMINE WHAT IS APPROPRIATE.

DRESS CODE FOR PHYSICAL EDUCATION

Proper gym attire includes shorts, t-shirt and sturdy sneakers. “Trendy” or designer clothing is not recommended. All types of jewelry must be removed before the gym class begins. This is a state law relating to student/athlete safety. All articles of clothing should be prominently labeled with the student’s first and last name.

SCHOOL BUS REGULATIONS

Students granted the privilege of riding the school bus are expected to:

1. To conduct themselves in a courteous manner.
2. Be on time and wait carefully at the bus stop
3. Keep arms and hands inside the bus
4. Do not distract the driver
5. Keep the bus clean
6. Remain on school premises on arrival
7. Observe pedestrian and safety rules
8. Look before crossing the street
9. Walk to the left facing traffic
10. Students must only ride the bus to which they are assigned.

Upon the first offense, a conference will be held with the student, and parent contact will be made. Depending on incident, the student could lose riding privileges.

Upon the second offense, there will be automatic suspension of bus riding privileges. The length of time will depend on the seriousness of the infraction. There will be a report to the parent who shall be required to provide transportation to and from school during the period of time that the student has suspended privileges. Depending on the incident, the student could lose riding privileges.

LATE BUS

The late bus is available to all students at 3:40 PM. The late bus picks students up outside the main entrance to Secaucus High School. This service is made available to encourage students to participate in after-school activities and seek extra help from a staff member.
**FIRE DRILLS**

In accordance with New Jersey State Law, fire drills must be conducted twice monthly. A plan to leave the building is posted in each classroom. Students should learn the plan to leave each class they have.

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

Rules to follow:

- Leave area in an orderly manner
- Report to specified area and stay with your class
- Attendance will be taken to make sure all students have cleared the building
- Maintain order and then return to the building when the signal is given
- Report the name of any classmate that is missing to the teacher

Since the elevator is not in operation during a fire drill, all students, disabled through illness or injury, will report to the exit doors near the Bio Lab or the Physics Lab. A staff member will be assigned to cover these designated areas and give assistance during a fire drill.

*DO NOT USE THE ELEVATOR DURING FIRE DRILLS OR ACTUAL EMERGENCIES*

**STUDENT HALL AND GYM LOCKERS**

All lockers are, and shall be the property of the Board of Education. School administrators are authorized to enter a student’s locker when there is reasonable cause. This procedure is established in order to enable the administrators to carry out the responsibilities placed upon them by New Jersey State law and the Board of Education policies to maintain discipline and safety.

Every student is assigned a hall locker and a combination lock must be purchased through the main office for $5.00. *You may not use your own lock.* Gym lockers are also assigned to all students’ combination locks can be purchased through the Phys. Ed. Department for $5.00. If any other lock is used it will be removed.

Students are to use the locker assigned. Students are not to share their lockers and give out their combination numbers to other students. Students are responsible for keeping lockers clean and care should be taken to secure all lockers and locks. It is strongly recommended that students never bring large
sums of money, expensive jewelry, or irreplaceable items to school. The school cannot assume responsibility when items are broken, lost or stolen. Lock lockers at all times!

Any student found defacing, kicking or entering another student’s locker will be held responsible for the damages.

**SMOKING**

In accordance with state statute N.J.S.S.A. 25;3d-20, smoking is prohibited on school property. In addition, use of tobacco products, such as chewing tobacco, is a violation of the Board of Education’s Substance Abuse Policy. Students found possessing or using a tobacco product will be subject to disciplinary action and possible fines.

**OFFICE PHONES**

Students should use the main office phone in an emergency situation or if they wish to notify parents about impromptu plans.

**CAFETERIA RULES**

1. Courteous and cooperative behavior
2. The school retains the right to assign seats during lunch.
3. Leave the table only to (a) buy lunch and snacks and (b) discard materials. Return to your table immediately.
4. Use restrooms with teacher permission and only in the Middle School area.
5. Bring your own lunch or lunch money.
6. Students are expected to clean up after themselves. Tables, seats and eating areas should be clear of debris and/or food scrapes when students are finished eating breakfast or lunch.
7. When weather permits and with teacher consent, students will be allowed outside in a designated area directly behind the school. No food may be taken outside.
8. Do not leave the cafetorium until the teacher in charge has dismissed you. Dismissal will be by table after teachers have inspected the table surface as well as the floor area.
9. All food must be eaten in the cafeteria. No food may be carried from the cafeteria unless the student has the principal’s approval
10. No grooming, such as combing of hair and putting on makeup is permitted
11. Students are not to leave the cafeteria except to go to the library, restrooms or telephones. The teacher on duty will provide passes for leaving the cafeteria.
12. Dismissal from the cafeteria will be prior to the regular dismissal. This additional time is given to allow students to use to the rest rooms and go to their lockers.

Please note: Students may not purchase food between class periods.

HALL TRAFFIC
- Running is not permitted
- Students are to keep to the right. All students are to move in a clockwise direction when changing classes
- Students must have passes issued by a teacher, principal, nurse or counselor when moving through the halls during classes
- No student is allowed to remain in the halls, rest rooms or on the stairways after class begins or during a fire drill
- Students late to first period class must report to the Principal’s office for a pass to enter class

TEXTBOOKS
The school furnishes books to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable damage is expected as a result of daily use. Unreasonable damage to textbooks will result in fines. Books must be covered at all times, and schoolbook covers are available at the school store and the main office. Students are responsible for the full cost of a textbook if it is lost.

VANDALISM AND PROPERTY DAMAGE
Our school buildings, equipment and supplies cost the taxpayers large sums of money to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If you should happen to damage something by accident, you should report it to a teacher or the office immediately.

LOST & FOUND ARTICLES
Students are reminded that they are responsible for their belongings. We suggest you do not bring articles of great value to school. Neither the school district nor its employees are responsible for any materials lost or stolen. The Lost and Found Department is located in the Middle School Principal’s Office and
its purpose to keep articles lost or found in the building until they are claimed. Articles not claimed by the end of the school year will be donated to charity.

**SCHOOL STORE**
The school store is an important and useful service to students. It offers a variety of products that range from pencils, notebooks, school coats and safety goggles, to locks. The school store is located across from the cafeterium.

**RESTROOMS**
Middle school students are required to use only the restrooms in their wing of the building.

**RADIOES, ETC.**
Student owned music players and television sets are not permitted in school. These articles will be confiscated.

**BICYCLES**
Students may ride a bicycle to school. Bicycles must be parked in the racks provided in the parking lot and must be locked when not in use.

**TEACHER’S ROOM**
Pupils are not permitted in the teacher’s dining/preparation room at any time without being accompanied by a teacher.

**LOITERING**
Students are not to loiter about the building after their daily programs are finished. Students must have a valid reason for staying in school after their classes are finished for the day.

**GUM CHEWING**
Gum chewing is not allowed anywhere in the Middle School.

**HARASSMENT POLICY/BULLYING**
Students in Secaucus are expected to treat one another and staff members with respect regardless of gender, race, color, creed, religion, national origin, or sexual orientation.
Inappropriate touching of a sexual nature, gender or racial based comments and jokes, or name calling of any kind by students is not permitted on the way to and from school or while on school property. All instances of such harassment are to be reported to the school administration.

Parents will be contacted and appropriate action will be taken. Interventions include, but are not limited to: supportive counseling, detentions, suspensions, and/or contacting district and local authorities.

The State of New Jersey has very strict “H.I.B.” laws. The state’s definition of bullying is as follows...

"Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by 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 [handicap]disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function [or], on a school bus, or off school grounds as provided for in section 16 of P.L.2010, CHAPTER 122, that 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, 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 person or damage to his property; [or]

b) has the effect of insulting or demeaning any student or group of students [in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school]; 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.”

**STUDENT RIGHTS**

A student possesses the right to an education. No student shall be deprived of the basic right to equal treatment and equal access to the education program, due process, and a presumption of innocence, free expression and association, the privacy of thoughts. Along with the rights guaranteed to each student are certain responsibilities, which include respect for the rights of others and complying with school rules.
Students have the right to request redress of a problem/complaint. The Principal will listen and work to address the problem or complaint. The student should make the problem/complaint known to a teacher, guidance counselor or the principal. The student will have the opportunity to be heard personally. It may be necessary to contact the parent. If satisfaction is not achieved, the problem/complaint can be presented to the Superintendent of Schools.

**ATHLETIC PROGRAM**

*Philosophy*
Participation, performance and competition within the middle school athletic program will focus on the opportunity for student to perform and develop skills to the best of their abilities.

This program will provide the opportunity for as many students as possible to participate and enjoy their involvement in a sport activity. Participants will play at an appropriate competition level through a league schedule. This program will promote character attributes related to self-discipline, responsibility, work ethic, goal setting and the self-worth of each individual.

*Student Eligibility*
Eligibility lists: An eligibility list for each interscholastic sport will be on file in the office of each building. Students in grades seven and eight will be eligible to participate after completing the following: Physical Exam, Medical Insurance, Safety Guidelines and Athletic Code.

Scholastic: To be eligible, a student must be passing in major subjects. If a student is eligible at the beginning of the season, he/she will be scholastically eligible for the entire season unless referred by a teacher for unsatisfactory academic progress. Probationary status may be assigned at the building level until such time as the student establishes satisfactory academic progress.

Age Limits: A student shall not have reached his/her 15th birthday prior to June 1st of the previous school year.

Appeal Process: Appeals for 7th and 8th graders related to student eligibility guidelines must be made to the Athletic Director. Any appeals will be heard by a committee comprised of members from each school within the athletic council.
CLUBS/CO-CURRICULAR ACTIVITIES

STUDENT GOVERNMENT ORGANIZATION
SGO represents the students in the school. Elections are held in September of each school year for President, Vice President, Secretary, Treasurer, and Home Room representatives. All students can participate in the SGO. During the school year activities include - organization of dances, community service, food and clothes drives, fund raising, Senior Citizen Prom, etc. SGO is concerned with the betterment of the school.

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

1. The student must not have failed a class during the prior semester.
2. The student must have an exemplary attendance record.
3. The student must have an exemplary disciplinary record.

It is the opinion of the administrators that meeting all of the above is necessary to properly serve the school and fellow students with the dedication and effort required of the office. At the same time, seeking office during a time in which a student is experiencing academic difficulty is not deemed in the best interest of the student. Candidacy will be denied to any student not meeting the criteria.

SEVENTH/EIGHTH GRADE CLASS
Each grade has its own class organization. Any member of the grade can become actively involved in the activities of their class. Class officers are elected in September. Each class had fund raising activities to defray class expenses as well as graduation expenses. Students are able to build individual accounts to pay for their class expenses by participating in activities.

BUILDERS’ CLUB
The builders club is the youngest level of the Kiwanis family. The goals of the club are to provide opportunities for working together in service to school and community, to develop leadership potential, to foster the development of a
strong moral character and to encourage loyalty to school, community, and nation.

**NATIONAL JUNIOR HONOR SOCIETY**
The National Junior Honor Society recognizes students who are exceptional in 5 areas: scholarship, leadership, service, character and citizenship. In order to be considered for membership, students must attain a 3.5 or higher grade point average while attending middle school. As a member, the student has a responsibility to maintain this average, as well as high standards of leadership, service, character and citizenship.

Grades are monitored throughout the year and students are contacted about membership. A candlelight induction ceremony takes place near the end of the school year honoring these students. They also will receive gold academic ropes to be worn at graduation.

Meetings take place throughout the year and more frequently as we plan for the induction ceremony.

**YEARBOOK**
The school yearbook represents a pictorial history of the present school year. Individual student photographs, club and co-curricular activities and school events are compiled in a memory book.

**MIDDLE PAGES**
*The Middle Pages* is the school newspaper. Students contribute articles on a variety of topics – poetry, stories, sports, activities, etc. The paper is published four times during the school year. The last edition is a literary edition.

**JUNIOR MATHEMATICS CLUB**
In the 1998 school year the Junior Math Club became its own separate organization. Any student having an interest in mathematics and wishes to develop his/her mathematical and problem solving skills can join. Members will engage in mathematical competitions during the school year. Subject oriented field trips are possible.

**THEATRE CLUB**
A cultural expansion for interested Students. Students attend selected play productions. Prior to attending, students study and discuss the plot,
background, music, costuming, set design, characterization, and theme. A follow up discussion usually follows each presentation.

**GIRLS CIRCLE CLUB**  
Girls Circle is a club dedicated to the development of strength, confidence, honesty, and communication skills for girls. By providing opportunities to meet in a safe and caring environment, girls will find that this club provides a great way in which to meet new people and discuss issues and challenges in their lives.

**ANIME CLUB**  
The Anime Club is an organization that students can join to expand their interest in both hand-drawn and computer animated anime. This club meets to view, draw, and discuss anime and share their enthusiasm for the genre with other students.

**DRAMA CLUB**  
The middle school drama club is designed to be a continuation and an extension of the Huber Street/Clarendon Drama Clubs. Members of this club will learn how to perform and speak publicly in front of an audience, discover some of the technical aspects of a performance, and learn the vocabulary and language of the theater. The ultimate goal of this club is to stage a small production for students, families, and friends.

**R.O.G.A.T.E.**  
R.O.G.A.T.E. (Resources Offered for Gifted and Talented Education) is a program offered at Secaucus Middle School by the National Talent Network. It is designed to foster exceptional students’ academic skills by offering a variety of challenging options. Students will have the opportunity to attend and participate in academic interest lectures and programs and take the Scholastic Aptitude Test (SAT,) traditionally taken by high school students. The SAT is useful to younger ROGATE students to identify their mathematical and verbal potential. Eighth grade students are selected for participation based on their performance on the New Jersey Assessment of Skills and Knowledge.

**CHARACTER CLUB ATHLETIC PROGRAM**  
Kids act out various roles to confront social issues and discuss possible solutions. This is open to grades 7 & 8 and meets on alternating Wednesday. A good sense of humor is a must. This is an informal atmosphere designed to provoke student thought BEFORE action. We also view short videos of teens in conflict.
AFFIRMATIVE ACTION POLICY

Affirmative Action Statement
SBOE is an Affirmative Action/Equal Opportunity Institution. No person will be denied opportunity for employment or education or be denied opportunity for employment or education or be subject to discrimination in any project, program or activity because of race, color, religion, sex sexual orientation, national origin, age, handicap or disability, disabled veteran or Vietnam era veteran status.

It is the policy of the Secaucus Middle School not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, physical handicap or social or economic status in its education programs, activities, or employment practices.

A grievance procedure to handle any problem, which may arise under this policy, is available in the Middle School Principal’s Office.
RANDOM DRUG TESTING

The Board hereby authorizes the Administration to conduct random drug testing of all students 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. Administrative Regulations (R5530) covers procedures for conducting these tests and appropriate recourse regarding the results. Design of the program should be consistent with the Board’s objectives, which are as follows: 1) to promote health and safety; 2) to deter drug use, thereby countering peer pressure which may encourage indulgence; 3) to encourage students who use alcohol and drugs to participate in rehabilitative programs; and 4) encourage and invite voluntary testing.

Primary emphasis in administering this program should be directed toward deterrent and remediation rather than punishment of students who test positive for illegal drugs or their metabolites. Sanctions and corrective action should be designed accordingly.

This policy and its implementing regulation shall be made available annually, at the beginning of the school year, and to all school employees, pupils and parent(s) or legal guardian(s). Each newly hired employee and transferred pupil will be offered this policy and its implementing regulation on his/her arrival to the district.

Definitions:

Alcoholic Beverages – includes beer, wine, distilled liquors and other liquid containing alcohol.

Medications – All medications, including over the counter drugs, must be properly registered with the school nurse. N.J.S.A. 18A40-12.4. Failure to do so will result in disciplinary action.

Extra Curricular Activities – Any non-credit activity in which a student participates.

Copies of this policy and regulation shall be made available to all students participating in the program and their parents.
COMPUTER NETWORK POLICY

I. Acceptable Use of Computer Network/Computers and Resources

The Secaucus Board of Education recognizes that as telecommunications and other technologies shift the manner in which information is accessed, communicated, and transferred that these changes will alter the nature of teaching and learning. Access to telecommunications will allow each student to explore databases, libraries, Internet sites, bulletin boards and other such electronic sources, while exchanging information with individuals throughout the world. The Board supports access by pupils to information sources but reserves the right to limit use to materials appropriate to educational purposes.

The Board also recognizes that telecommunications will allow students to access informational sources that have not been pre-screened by educators or Board of Education members. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges and/or instituting legal action.

The Board provides access to computer network/computers for educational purposes only. The Board retains the right to restrict or terminate student access to the computer network/computers at any time, for any reason. The Board retains the right to have district personnel monitor network activity, in any form necessary, to maintain the integrity of the network and insure its proper use.

II. Standards for Use of Computer Networks

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

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

2. Using the computer network(s)/computers to violate copyrights, institutional or third part copy rights, license agreements or other contracts.

3. Using the computer network(s) in a manner that:
   a. Intentionally disrupts network traffic or crashes the network;
b. Degrades or disrupts equipment or system performance;
c. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
d. Steals data or other intellectual property;
e. Gains or seeks unauthorized access to the files of others or vandalizes the data of another uses;
f. Gains or seeks unauthorized access to resources or entities;
g. Forges electronic mail messages or uses an account owned by others;
h. Invades privacy of others;
i. Posts anonymous messages;
j. Possesses any data which is a violation of this policy; and/or
k. Engages in other activities that do not advance the educational purposes for which computer network/computers are provided.

III. Parent/Guardian and Student Agreement to Policy

At the time this policy is first initiated and at the beginning of each school year thereafter, each parent/guardian and student will sign this policy before access to the computer network/computers is given to any student. This access includes usage of the Internet via the school network system. Failure to obtain both parent/guardian and student signature on this policy will prevent student from having the ability to access the school network and internet regardless of course being taken by student.

Through this policy the Board is fully informing parents guardians that it is considered impossible for administrators or teachers to be fully certain that students are not using electronic networks in appropriately at all times, but that discovery of any inappropriate activity will result in loss of electronic network access privileges and disciplinary action.

Furthermore, the Board feels that it is important for parents/guardians to take an interest in how their children are using the computers at home. Ask pointed questions about what tools they are using, what sites they are exploring, and with whom they are communicating.

IV. Violations

Individuals violating this policy shall be subject to the consequences as deemed necessary under this policy by the administrator of the school at which the violation took place. Appropriate discipline will include but will not be limited to the following:

1) Use of the network only under strict and direct supervision;
2) Suspension of network privileges
3) Revocation of network privileges;
4) Suspension of computer privileges;
5) Revocation of computer privileges
6) Suspension from school;
7) Expulsion from school and/or;
8) Legal action and prosecution by authorities.

V. Agreement to Computer Network/Computers Policy

By signing your name, you hereby agree to all of the above requirements, restrictions and disciplinary actions of this policy. Parents/Guardians signature is required for student to receive his or her introduction letter with his or her computer network password.

**COMPUTER NETWORK VIOLATIONS**

1. FORGOTTEN PASSWORD
   1\textsuperscript{st} time – no action
   2\textsuperscript{nd} time – 2-day lockdown
   3\textsuperscript{rd} time – 4-day lockdown

2. NETWORK VIOLATIONS
   1\textsuperscript{st} time - 3-day lockdown
   2\textsuperscript{nd} time – 7-day lockdown
   3\textsuperscript{rd} time – 10-day lockdown

3. DOWNLOADING OR ATTEMPTING TO DOWNLOAD OR ACCESS, PORNOGRAPHY OR OTHER INAPPROPRIATE MATERIAL.
   1\textsuperscript{st} time - 10 day lockdown out-of-school suspension for (5) days*
   2\textsuperscript{nd} time – 15 day lockdown out-of-school suspension**
   3\textsuperscript{rd} time – 20 day lockdown out-of-school suspension**

4. POSTING TERRORIST THREATS, RACIAL, RELIGIOUS OR ETHNIC INTIMIDATION, OR THREATS OF BODILY HARM**

*Out-of-school suspension
**Parent conference, notification to law enforcement authorities, and notification to the Board of Education, referral to child study team. *May be referred for counseling
** Duration to be determined by the school administrators and superintendent of schools.