

# SHS STUDENT HANDBOOK: THE SHORT EDITION '23-'24

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## **GETTING ACADEMIC HELP (p. 10)**

Talk to your teachers! Arrange before/after school or lunch conference time! Teachers' extra help/office hours are **posted at their classroom door!** During school, **academic help centers** are available in Math, Science & English; you can get help during your study hall period.

## **GENESIS for GRADES and ATTENDANCE (p. 16)**

Students should activate their *own account* separate from their parents/guardians! Address questions about class attendance to your teachers. *Accumulation of lates to class and absences may negatively impact your grade and put you at risk of not graduating on time.*

## **ATTENDANCE MATTERS (p. 18-19)**

If a student is absent for any reason, the student's parents/guardians are required to notify the school as early as possible on the day of the absence by phone, email, or written note. Students may make up work only after **verified** absences. *It is the student's responsibility to make arrangements with teachers within a day of returning to make up for missed learning. Review your grades and attendance weekly.*

See the handbook for consequences of excessive absences/tardies (including removal from class and loss of credit).

**Attendance codes:** A, AU, TE, TU mean Absent Verified/Unverified and Tardy Excused/Unexcused, GU (Counseling Appt), NU (Health Office/Nurse), ML (Music Lesson) and FT (Field Trip.)

*To take part in school activities (prom, semi-formal, athletic events, performances etc.), students must be present in school for 4 hours to meet NJ's attendance requirement for that day.*

## **SCHOOL STARTS AT 7:45 am. BE ON TIME. (p.21)**

***Tardies require a parent/guardian note to be marked verified.*** Lateness to class will be counted on a cumulative basis throughout the course of the year. See the handbook regarding consequences (including removal from class and loss of credit) for excessive tardies.

Students missing more than 15 minutes unexcused class time are marked ***Absent Unverified***. This is a class cut. Detention/Attendance Interventions are usually held during a student's **lunch period** to avoid missed class time. All students must be in school for four hours to participate in any after-school activities.

## **LUNCH/CAFETERIA EXPECTATIONS: (p. 23)**

**Don't expect other people to clean up your table or pick up your garbage.** Clean up your table/ eating area and leave to be ON TIME to class after lunch. ***Food delivery is not allowed to SHS.***

## **CHEATING and PLAGIARISM (p. 24)**

Students are expected to be honest. No form of cheating is acceptable; this includes sharing and receiving answers. All student work submitted for grading or publication must be the work of the student or should cite the source of the material. This includes materials from print publications as well as those from electronic sources. Students who copy sources without citing them or use someone else's materials will receive no credit for the plagiarized/dishonest work.

## **HARASSMENT, INTIMIDATION, and BULLYING (HIB) (p. 25)**

Harassment, intimidation and bullying means any gesture, written, verbal, 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 or expression, or a mental, physical or sensory disability or by any other distinguishing characteristic; and that

- 2) Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils, and that (over)
- 3) A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing the pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- 4) Has the effect of insulting or demeaning any pupil or group of pupils; or
- 5) Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

Reports of potential HIB can be made to a teacher, counselor, coach, or administrator who will implement the school and state reporting and investigation procedures for HIB.

### **PHONES (p. 28)**

Students are not permitted to use cell phones during class unless given permission by the teacher. Use of cell phones in study hall is limited to non-disruptive use as determined by the study hall teacher. Cell phones may be used during a student's lunch. ***Under no circumstances should a student use a cell phone or other device to take pictures or video of another student or staff member.***

### **CHROMEBOOKS (p. 28)**

Students are expected to bring their Chromebook to school every day, fully charged. During instructional activities, the device is to be focused solely on the activity at hand. The Summit Public Schools utilizes keystroke monitoring software to assure student health and safety. Searches of terms/actions that violate school policy or raise safety concerns will be investigated according to school and district policies.

### **IDs (p. 29)**

**Students receive a new ID badge in September and are required to wear them** at school.

Students may purchase a \$5 replacement ID in the Main Office if they lose theirs. IDs are necessary for swiping into Help Centers, the library, health office, counseling suite, and restrooms and lunch/unassigned(seniors only).

### **LEAVING SCHOOL BUILDINGS OR GROUNDS (p. 30)**

*Students are not permitted to leave the school building during school hours unless they have signed out at the attendance desk before leaving.* In all cases, SHS must have permission from their parents/guardian. The school will notify parents when students leave school without authorization. **No notes will be accepted after the fact.** Notes for early dismissal follow the same process as attendance notes.

Students who leave the school building without authorization will be subject to consequences that include detention, loss of unassigned study hall and parking (seniors), and potential suspension.

### **STUDENT ASSISTANCE - SUBSTANCE ABUSE CONCERNS (p. 35)**

Students concerned about substance abuse are encouraged to seek help. Please don't hesitate to reach out to Mrs. Herber, Student Assistance Counselor, at [aherber@summit.k12.nj.us](mailto:aherber@summit.k12.nj.us) or 908-273-1494 ext 5474. Her office is in the counseling office.

### **FINANCIAL ASSISTANCE for SCHOOL EVENTS (p. 41)**

If you need assistance with payment for school things such as AP exams, prom, semi-formal, yearbook, or field trips, please see Mr. Murtagh or Ms. Aaron. Accommodations may take the form of fee support/reductions or the opportunity for payment over time.

**Any Questions? Stop by the Main Office or email us:**

**Ms. Aaron, Assistant Principal Class of '25 & '27** [eaaron@summit.k12.nj.us](mailto:eaaron@summit.k12.nj.us)

**Mr. Murtagh, Assistant Principal Class of '24 & '26** [bmurtagh@summit.k12.nj.us](mailto:bmurtagh@summit.k12.nj.us)