

# NUTLEY HIGH SCHOOL

## STUDENT / PARENT HANDBOOK



Denis Williams, Principal  
Joseph Matera, Vice Principal  
Jacquelyn Devore, Vice Principal  
Jill Divilio, Director of School Counseling

**UPDATED: August 31, 2017**

## CONTENTS

Absences, Excessive – Notices.....	21	Insurance.....	44
Absence – Notice of.....	18	Interscholastic Athletics.....	46
Absence – Student.....	18	Intervention and Referral Services (I&RS).....	50
Academics – (Program of Studies Link).....	9	Library Media Center.....	44
Academic Awards.....	9	Lockdown/Evacuation/Secure In Place.....	43
Acceptable Use Policy – Internet.....	42	Lockers.....	45
Affirmative Action Program.....	48	Loitering.....	44
Attendance Policy.....	18	Lunch/Cafeteria Regulations.....	44
Behavior Policy.....	22	Medical Excuses from Physical Education.....	50
Belief Statements.....	2	Mission Statement.....	2
Bell Schedules (Schedule Info).....	3	National Honor Society.....	9
Bias, Ethnic or Racial Crimes.....	39	National World Language Honor Society.....	10
Cell Phone & Electronic Devices Procedure.....	23	Non-Discrimination.....	48
Cheating and Plagiarism.....	17	Out-of-School Suspensions.....	24
Child Study Team Service.....	50	Parking.....	45
Class Cutting and Truancy.....	18	Prescription Medication.....	49
Class Make-Up Assignments.....	20	Principal’s Message.....	1
Classified Students.....	50	Profile of Graduate.....	2
Clubs and Student Activities.....	42	Protection of Personal Property.....	45
Contact Numbers.....	1	Pupil Records.....	42
Course Weighting.....	11	Random Alcohol and Drug-Testing Policy.....	35
Credits – Traditional 120-Credit Program.....	14	Rank in Class.....	13
Credits – Option ii Program.....	14	Rights to Privacy.....	42
Cut Procedures.....	19	School Counseling Department.....	46
Delayed Opening Policy.....	7	Search and Seizure.....	31
Detentions.....	24	Section 504.....	48
Dress Code.....	25	Security Video Surveillance.....	45
Drugs, Alcohol and Other Legal Policies.....	27	Sexual Harassment.....	41
Early Dismissal Policy.....	21	Special Services.....	50
Field Trips.....	43	Steroid Prevention Program.....	33
Fire Drills.....	43	Student Assistance Counselor (SAC).....	50
Gambling.....	39	Student Services.....	48
GPA and WGPA – Steps for Determining.....	12	Tardiness to Classes.....	21
Grade Level Promotion Requirements.....	11	Tardiness to School.....	21
Grading Parameters.....	11	Title IX.....	48
Graduation Requirements.....	14	Tobacco Use.....	33
Graduation Requirements Chart.....	15	Transfers and Withdrawal from School.....	46
Harassment, Intimidation and Bullying.....	39	Tri-M Music Society.....	10
Health Pass for Illness.....	49	Understanding the Rotating Drop Schedule.....	3
Health Services.....	48	Visitors.....	46
High Honor Roll.....	9	Weapons and Dangerous Instruments.....	39
High Honors and Honors.....	9	Working Papers.....	46
Homebound Instruction Policy.....	51	Zero Period Policy.....	22
Homework.....	43		
Honor Code.....	17		
Honor Roll.....	9		
Identification Cards.....	43		
Immunization Requirements.....	49		
Incomplete Grades – Process for Resolving.....	12		
In-School Suspensions.....	24		

## CONTACT NUMBERS

**Nutley High School  
300 Franklin Avenue  
Nutley, NJ 07110**

**District Website: [www.nutleyschools.org](http://www.nutleyschools.org)**

**High School Office Hours – 8:00 a.m. to 4:00 p.m.**

**Principal Williams ~ 973-661-8824  
Vice Principal Materia ~ 973-661-8825  
Vice Principal Devore ~ 973-661-8854  
Mrs. Divilio, Director of School Counseling ~ 973-661-8837**

<b>Main Office</b>	<b>973-661-8832 Press 2 for the High School Press 0 for the Main Office</b>
<b>Attendance Office</b>	<b>973-661-8830 or 973-661-8865</b>
<b>School Counseling Office</b>	<b>973-661-8847 or 973-661-8848</b>
<b>Nurse's Office</b>	<b>973-661-8828</b>
<b>Athletics Office</b>	<b>973-661-8850</b>
<b>Special Services Office</b>	<b>973-661-8811</b>
<b>Career &amp; Tech Ed. Department</b>	<b>973-661-8966</b>
<b>English Department</b>	<b>973-661-8861</b>
<b>Mathematics Department</b>	<b>973-661-8827</b>
<b>Fine &amp; Performing Arts Department</b>	<b>973-320-8413</b>
<b>Physical Education/Health Department</b>	<b>973-661-8855</b>
<b>Science Department</b>	<b>973-661-8858</b>
<b>Social Studies Department</b>	<b>973-661-8857</b>
<b>Special Education Department</b>	<b>973-661-8814</b>
<b>World Languages Department</b>	<b>973-661-8823</b>

## **PRINCIPAL'S MESSAGE**

Welcome to Nutley High School! This makes the 148<sup>th</sup> year of NHS' existence – one filled with rich tradition and history. As you begin your academic year, plan to take advantage of the many curricular and extracurricular opportunities our school has to offer. Knowing that you have the support and guidance of the faculty and staff, develop new interests and build the skills set needed to succeed in the 21<sup>st</sup> century workplace. On behalf of the administration, faculty, and staff, I wish you the best of luck.

Denis Williams  
Principal

## **NHS MISSION STATEMENT**

Nutley High School empowers its students to lead and excel by providing a supportive learning environment which challenges and inspires students to further develop the intellectual curiosity, skills, and knowledge needed to achieve their goals and succeed in a global society.

## **BELIEF STATEMENTS**

**We believe at Nutley High School that:**

- Students should be challenged and inspired by the curriculum and extra-curricular activities.
- Students should continue to develop intellectual curiosity and problem-solving skills needed in our global society.
- Responsibility for education is an active partnership between the district and community stakeholders.
- Character education is integral to the development of self-esteem, which fosters positive growth and social responsibility.
- Respect, integrity, and pride in education are valued and practiced by staff and students.
- Students are entitled to a safe, positive school climate that promotes their physical, emotional, and social development.

## **PROFILE OF GRADUATE**

**A Nutley High School graduate will:**

- Utilize technology to enhance learning and communication.
- Be competent in critical thinking, problem solving, collaboration, leadership, and decision-making skills.
- Recognize the importance of being life-long learners and acquire the skills necessary for continuous education.
- Possess a positive sense of self and a commitment to personal growth and wellness.
- Demonstrate proficiency in the core content areas and have an appreciation of the Arts.
- Exhibit integrity, initiative, empathy, responsibility, and self-respect.

## THE ROTATING DROP SCHEDULE

The rotating drop schedule is different from traditional straight 8-period schedules. In a traditional straight 8-period day, students attend the same 8 classes in the same order each day. Also, in a traditional straight 8-period day, lunch counts as one of your periods.

NHS' Rotating Drop Schedule allows each student to register for eight classes in addition to a community lunch period. A student registers for 4 AM classes (class 1-4) and 4 PM classes (class 5-8). There are four possible days (A-D); on each day, one class drops from the AM periods and one class drops from the PM periods. Also, on each day, the classes rotate.

At NHS, we will use the words period and class. Period refers to the time that a class meets. The period times remain the same each day (A-D). The class that meets during that period changes each day.

The following describe the rotation:

**A Day-** The student will attend class 1, 2 and 3. Class 4 will drop from the schedule. The community lunch session occurs after AM sessions\*\*\* After lunch, the student will attend class 5, 6, 7. Class 8 will drop from the schedule.

**B Day-** The student will attend class 4, 1 and 2. Class 3 will drop from the schedule. The student will attend community lunch\*\*\* After lunch, the student will attend class 8, 5 and 6. Class 7 will drop from the schedule.

**C Day-** The student will attend class 3, 4 and 1. Class 2 will drop from the schedule. The student will attend community lunch\*\*\* After lunch, the student will attend class 7, 8 and 5. Class 6 will drop from the schedule.

**D Day-** The student will attend class 2, 3 and 4. Class 1 will drop from the schedule. The student will attend community lunch\*\*\* After lunch, the student will attend class 6, 7 and 8. Class 5 will drop from the schedule.

\*\*\*As you can see, the lunch session is divided in to three segments. Students with science labs or classes that include additional meeting time, will remain in that class for an additional 20 minutes on the letter day when that class occurs either immediately before or immediately after lunch. Please see your teacher for more information.

If a student views his/her list of classes (Classes 1-8), they can complete the schedule below. (See Sample)

# MY SCHEDULE

	DAY A	DAY B	DAY C	DAY D
8:05 – 9:01	1	4	3	2
9:04 – 10:00	2	1	4	3
10:03 – 10:59	3	2	1	4
10:59 – 11:19	Community Time*			
11:19 – 11:39	Community Time*			
11:39 – 11:59	Community Time*			
11:59 – 12:55	5	8	7	6
12:58 – 1:54	6	5	8	7
1:57 – 2:53	7	6	5	8

For the majority of the school year, students will follow the schedule just described. Once you complete your schedule worksheet, you will see the pattern.

There will be a series of days throughout the year, that will follow a traditional straight 8-period schedule; these days will be called E Day (occurring on the first day of each marking period and before final exams) and F Day (occurring on ½ days only). The only difference between E and F days is that on F Days, students will not attend lunch.

On E day, a student will attend classes 1-4 in order, attend lunch and then attend classes 5-8 in that order. On F day (1/2) day, since there isn't a lunch, students will attend classes 1-8 in order.

A calendar of days will be made available prior to the beginning of the school year. Also, calendars will be posted throughout the building.

Some students may have a zero (meeting at 7:23 AM each day) period class and/or a Flex period (meeting at 2:56 PM). These classes will each and every day.

In the following section, all the necessary bell schedules are made available.

### Sample Schedule

- Class 1-English*
- Class 2-Algebra*
- Class 3-Biology*
- Class 4-P/E Health*
- LUNCH**
- Class 5-World History*
- Class 6-Study Hall*
- Class 7-Spanish 2*
- Class 8-Art*

<b>Period &amp; Time</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>1-8:05-9:01</b>	<b>1 English</b>	<b>4 P/E Health</b>	<b>3 Biology</b>	<b>2 Algebra</b>
<b>2-9:04-10:00</b>	<b>2 Algebra</b>	<b>1 English</b>	<b>4 P/E Health</b>	<b>3 Biology</b>
<b>3-10:03-10:59</b>	<b>3 Biology</b>	<b>2 Algebra</b>	<b>1 English</b>	<b>4 P/E Health</b>
<b>Lunch 10:59-11:19</b>	<b>Biology Lab</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>
<b>Lunch 11:19-11:39</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>
<b>Lunch 11:39-11:59</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>
<b>4 11:59-12:55</b>	<b>5 World History</b>	<b>8 Art</b>	<b>7 Spanish 2</b>	<b>6 Study Hall</b>
<b>5 12:58-1:54</b>	<b>6 Study Hall</b>	<b>5 World History</b>	<b>8 Art</b>	<b>7 Spanish 2</b>
<b>6 1:57-2:53</b>	<b>7 Spanish 2</b>	<b>6 Study Hall</b>	<b>5 World History</b>	<b>8 Art</b>

To further assist you in understanding the rotating drop schedule, please watch the following [Screen Cast/Video](#)

## BELL SCHEDULES

FULL DAY A, B, C and D Day (Rotating Drop Schedule)

### REGULAR BELL SCHEDULE

<b>PERIOD</b>	<b>BEGINNING TIME</b>	<b>ENDING TIME</b>
<b>0</b>	<b>7:23</b>	<b>8:02</b>
<b>1</b>	<b>8:05</b>	<b>9:01</b>
<b>2</b>	<b>9:04</b>	<b>10:00</b>
<b>3</b>	<b>10:03</b>	<b>10:59</b>
<b>Lunch/Community*</b>	<b>10:59</b>	<b>11:19</b>
<b>Lunch/Community*</b>	<b>11:19</b>	<b>11:39</b>
<b>Lunch/Community*</b>	<b>11:39</b>	<b>11:59</b>
<b>4</b>	<b>11:59</b>	<b>12:55</b>
<b>5</b>	<b>12:58</b>	<b>1:54</b>
<b>6</b>	<b>1:57</b>	<b>2:53</b>
<b>After School/FLEX</b>	<b>2:56</b>	<b>3:38</b>

- Please note that the periods above refer to the meeting time or session. The classes that will meet during these periods will rotate on each of the letter days (A-D). Students, parents and teachers should refer to their respective schedules. Please refer to the rotating drop calendar and information page.
- If a student is taking a course that has additional meeting time, labs or lessons (AP, Lab Sciences or Music) those meetings will occur during the lunch/community time slot on the letter day when that course meets immediately prior to or after the lunch/community time. Music lessons may occur in any of the three lunch/community periods.
- All students should follow the daily schedule as indicated by ringing of the bells. On occasion, it is necessary to extend or shorten the class period. All changes of the regular schedule will be announced in advance.
- Students must leave the building no later than 2:53 p.m. unless enrolled in a 9th period class or in the company of a teacher.
- Any last-minute schedule changes (such as assemblies or other events) will be announced over the P.A.

**F DAY (Half Day) BELL SCHEDULE**

<b>CLASS*</b>	<b>BEGINNING TIME</b>	<b>ENDING TIME</b>
<b>0</b>	<b>7:23</b>	<b>8:02</b>
<b>1</b>	<b>8:05</b>	<b>8:37</b>
<b>2</b>	<b>8:41</b>	<b>9:11</b>
<b>3</b>	<b>9:15</b>	<b>9:45</b>
<b>4</b>	<b>9:49</b>	<b>10:19</b>
<b>5</b>	<b>10:23</b>	<b>10:53</b>
<b>6</b>	<b>10:57</b>	<b>11:27</b>
<b>7</b>	<b>11:31</b>	<b>12:01</b>
<b>8</b>	<b>12:05</b>	<b>12:35</b>

- Please note that the periods above refer to class and not the period. Please note that all classes will meet on F-Day (in class order). Students should refer to their schedule on Realtime and follow the F-Day Schedule.
- Labs and lessons may not meet on F-Day. Please see your teacher(s) for more information.
- There are is no after school/flex scheduled on F-Day.

**E DAY (ALL CLASS MEET DAY)**

<b>CLASS*</b>	<b>BEGINNING TIME</b>	<b>ENDING TIME</b>
<b>0</b>	<b>7:23</b>	<b>8:02</b>
<b>1</b>	<b>8:05</b>	<b>8:48</b>
<b>2</b>	<b>8:52</b>	<b>9:34</b>
<b>3</b>	<b>9:38</b>	<b>10:20</b>
<b>4</b>	<b>10:24</b>	<b>11:06</b>
<b>LUNCH</b>	<b>11:06</b>	<b>11:51</b>
<b>5</b>	<b>11:51</b>	<b>12:33</b>
<b>6</b>	<b>12:37</b>	<b>1:19</b>
<b>7</b>	<b>1:23</b>	<b>2:06</b>
<b>8</b>	<b>2:10</b>	<b>2:53</b>
<b>After School/FLEX</b>	<b>2:56</b>	<b>3:38</b>



- Please note that the periods above refer to class and not the period. Please note that all classes will meet on E-Day (in class order). Students should refer to their schedule on Realtime and follow the E-Day Schedule.
- Labs and lessons may not meet on E-Day. Please see your teacher(s) for more information.

### **DELAYED OPENING POLICY**

After consultation with the Office of Emergency Management in Nutley and the Supervisor of Building and Grounds, the Superintendent will make the decision to either close school or implement a delayed opening. This decision will be made no later than 6:00 a.m. The regular school automated telephone procedure and web announcements will be placed in effect advising parents of school delayed opening.

#### **DISTRICT DELAYED OPENING SCHEDULE**

<b>School</b>	<b>Normal Opening</b>	<b>1 Hour 30 min Delay</b>
High School	8:05 a.m.	9:35 a.m.
Middle School	8:10 a.m.	9:40 a.m.
Elementary	8:30 a.m.	10:00 a.m.

#### **NHS DELAYED OPENING SCHEDULE FOR A-D DAY (Rotating Drop Schedule)**

<b>PERIOD</b>	<b>BEGINNING TIME</b>	<b>ENDING TIME</b>
<b>0</b>	<b>Omitted</b>	<b>Omitted</b>
<b>Staff Arrival</b>	<b>9:15</b>	
<b>Students Enter</b>	<b>9:35</b>	
<b>1</b>	<b>9:40</b>	<b>10:20</b>
<b>2</b>	<b>10:23</b>	<b>11:03</b>
<b>3</b>	<b>11:06</b>	<b>11:46</b>
<b>Lunch/Community*</b>	<b>11:46</b>	<b>12:06</b>
<b>Lunch/Community*</b>	<b>12:06</b>	<b>12:26</b>
<b>Lunch/Community*</b>	<b>12:26</b>	<b>12:46</b>
<b>4</b>	<b>12:46</b>	<b>1:26</b>
<b>5</b>	<b>1:29</b>	<b>2:09</b>
<b>6</b>	<b>2:12</b>	<b>2:53</b>
<b>After School/FLEX</b>	<b>2:56</b>	<b>3:38</b>

- On delayed openings Period 0 is omitted.
- On delayed openings, students will follow an abbreviated version of the scheduled letter day. Lunch/Community time will still be 60 minutes in length in order to allow for labs and lessons that were scheduled for that day.

**NHS DELAYED OPENING SCHEDULE FOR E DAY (ALL CLASS MEET DAY)**

<b>CLASS</b>	<b>BEGINNING TIME</b>	<b>ENDING TIME</b>
<b>0</b>	<b>Omitted</b>	<b>Omitted</b>
<b>Staff Arrival</b>	<b>9:15</b>	
<b>Students Enter</b>	<b>9:35</b>	
<b>1</b>	<b>9:40</b>	<b>10:11</b>
<b>2</b>	<b>10:14</b>	<b>10:45</b>
<b>3</b>	<b>10:48</b>	<b>11:19</b>
<b>4</b>	<b>11:22</b>	<b>11:53</b>
<b>Lunch</b>	<b>11:53</b>	<b>12:38</b>
<b>5</b>	<b>12:38</b>	<b>1:09</b>
<b>6</b>	<b>1:12</b>	<b>1:43</b>
<b>7</b>	<b>1:46</b>	<b>2:17</b>
<b>8</b>	<b>2:20</b>	<b>2:53</b>
<b>After School/FLEX</b>	<b>2:56</b>	<b>3:38</b>

- On delayed openings Period 0 is omitted.
- Please note that the periods above refer to class and not the period. Please note that all classes will meet on E-Day (in class order). Students should refer to their schedule on Realtime and follow the E-Day Schedule
- On E-Day delayed openings, students will follow an abbreviated version of the scheduled E-Day. Lunch/Community time will still be 45 minutes in length. Labs and lessons may not occur.

In the event of an emergency, any citizen who has signed up for the Emergency Notification Service at [www.nutleynj.org](http://www.nutleynj.org) will receive notification via cell phone, text message and email about the specific emergency. **Please do not contact Nutley Police or Fire Departments.**

**PLEASE NOTE**

**OTHER SPECIAL BELL SCHEDULES CAN BE FOUND ON OUR WEBSITE UNDER [BELL SCHEDULES](#) (Left Menu Bar).**

## ACADEMICS

Please click on the Program of Studies link below to view Scheduling information, Academics Information and Department Description/Courses:

[Program of Studies 2017-2018](#)

Program of Studies – Department Description and Courses Table of Contents:

Career and Technical Education Department.....	28
English Department .....	52
English as a Second Language Department .....	60
Health and Physical Education Department .....	68
Mathematics Department .....	73
Science Department.....	89
Social Studies Department .....	106
Special Services Department.....	118
Visual and Performing Arts Department.....	122
World Languages Department.....	142

### **ACADEMIC AWARDS**

#### **Honor Roll**

To qualify for the honor roll, a student must earn no less than a B- in all subjects.

#### **High Honor Roll**

To qualify for the honor roll, a student must earn no less than an A- in all subjects.

#### **High Honors and Honors**

Honors and High Honors are awarded at graduation in business, career and technical education, English, mathematics, music, science, social studies, world languages, and visual arts. To qualify for high honors a student must complete four years of study in a specific discipline and receive no less than an A- for a final grade. If additional courses are taken in the same discipline, the final grade must be no lower than a B-.

To graduate with honors a student must complete four years of study in a specific area and achieve a final grade of no less than a B-. If additional courses are taken, a minimum of a B- must be achieved.

#### **National Honor Society**

The National Honor Society promotes recognition for students who demonstrate outstanding achievement in the areas of scholarship, character, leadership, and service. In order to qualify, students must attain a WGPA of 3.7 and participate in school service as well as community service activities. Students are eligible for National Honor Society in spring of their junior year or fall of their senior year, depending upon when each student met the necessary requirements outlined below:

Requirements:

Spring – Junior Year

- Students must participate in at least six (6) school service activities.
- Students must complete twenty-four (24) hours of community service.

Fall – Senior Year

- Students must participate in at least six (6) school service activities.
- Students must complete thirty-two (32) hours of community service.

Induction into this organization takes place in spring of the junior or fall of the senior year, depending upon when a student is eligible.

Please note – Participation in school service clubs, such as Key Club or Student Council, counts towards the fulfillment of the school service activities. Hours spent on activities through these clubs are not counted towards the fulfillment of community service hours because the activity was already counted.

### **National World Languages Honor Society**

The National World Languages Honor Society promotes recognition for students who demonstrate proficiency of Intermediate-Mid of the ACTFL (American Council on the Teaching of Foreign Languages) proficiency guidelines in Italian, Latin, or Spanish. To qualify, a student must be enrolled in the third year of a language and earn at least a 3.7 final average in all courses taken in the language. In addition, a student must achieve a minimum overall WGPA of 3.3.

### **Tri-M Music Honor Society**

Tri-M Music Honor Society is an international music honor society designed for eligible students in grades 11 and 12. The purpose of Tri-M is to recognize students' academic and musical achievements, reward their accomplishments and service activities, and inspire the growth and development of aspiring leaders. Tri-M is a program of the National Association for Music Education (NAME) and is comprised of over 5,500 chapters throughout the world.

Tri-M shares and supports the objectives of every dedicated music educator in its endeavor to strengthen and unify the school music program by increasing student and school involvement with music.

Tri-M is open to students in grades 11 and 12 who meet the following eligibility requirements:

- Students must be currently enrolled in a performance-based music course
- Demonstrated active involvement with off-campus, performance-based, music activities in grades 10, 11, and 12\*
- Maintain a 3.7 average in all music courses
- Maintain a minimum 3.3 average in all academic courses
- Display leadership in their respective performance ensembles through demonstrated achievement, responsibility, and planning
- Exhibit exemplary character and professionalism toward faculty and students
- Displayed service to community and school
- Faculty and coordinator approval with completed Tri-M application before final date for submission
- Participate in annual Tri-M Induction Ceremony
- Students who audition for and are accepted in Region, All-State, or All-Eastern ensembles and meet the academic requirements, will automatically achieve induction.

\*Examples include: NHS Marching Band, qualified private lessons (must include demonstrated performances/recitals/master classes), audition for Region Band or Region Jazz.

## GRADING PARAMETERS

### Grade Level Promotion Requirements

In order for students to be promoted to the next grade level, they must have successfully completed a required amount of credits during the school year (September through August). These minimums coincide with athletic and extra-curricular eligibility requirements.

9th to 10th grade:	30 Credits
10th to 11th grade:	60 Credits
11th to 12th grade:	90 Credits

This is for graduation and eligibility tracking purposes only. It will not affect the student's ability to participate in grade-level determined social activities.

### Course Weighting

There are two levels of course weightings utilized for the purpose of calculating grade point average.

1. Unweighted Courses  
Any course not designated Advanced Placement (AP) or Honors (H)
2. Weighted Courses  
Includes Advanced Placement (AP) and Honors (H) courses

Each student will have an unweighted and weighted grade point average which will be calculated each marking period. Unweighted grade point average (GPA) is based on a scale beginning with 0.0 and having a ceiling of 4.0. Weighted grade point average (WGPA) is based on a scale beginning with 0.0 and having a ceiling of 4.5. All graded (non-pass/fail) courses are used in the calculation of GPA and WGPA. A student's cumulative GPA and WGPA are tabulated and posted on the transcript at the conclusion of each school year and on quarterly report cards.

### Numeric Equivalents

		UNWEIGHTED	WEIGHTED
Grade	Grading Scale	Standard	AP/H
A	94.0 – 100	4.0	4.5
A-	90.0 – 93.9	3.7	4.2
B+	87.0 – 89.9	3.3	3.8
B	83.0 – 86.9	3.0	3.5
B-	80.0 – 82.9	2.7	3.2
C+	77.0 – 79.9	2.3	2.8
C	73.0 – 76.9	2.0	2.5
C-	70.0 – 72.9	1.7	2.2
D+	67.0 – 69.9	1.3	1.8
D	60.0 – 66.9	1.0	1.5
F	Below 60	0.0	0.0

### Determining Final Course Average

Final course averages in full year courses (4 marking periods) will be calculated as follows:

- The mid-term and final exam will each count as 1/10 of the final course grade.
- Each marking period will count as 2/10 of the total grade.

Final course averages in  $\frac{3}{4}$  year courses (3 marking periods) will be calculated as follows:

- The final exam will each count as 1/7 of the final course grade.
- Each marking period will count as 2/7 of the total grade.

Final course averages in 6 year or semester courses (2 marking periods) will be calculated as follows:

- The final exam will each count as 1/5 of the final course grade.
- Each marking period will count as 2/5 of the total grade.

Students scheduled for AP courses are expected to take the AP examinations in May. Students who take AP courses will be required to take the Nutley High School final exam. The grade on the final exam will count as 1/10 of the final grade for the course.

### **Steps for Determining GPA and WGPA**

1. For each graded (non-pass/fail) course the student completes, multiply the GPA value of the letter grade received times the number of credits earned to determine the number of quality points awarded. When calculating WGPA for AP and Honors courses grade point equivalents increase by 0.50 prior to multiplication by credits earned.
2. Divide the quality point total by the total number of credits attempted. This will yield the grade point average. The same method is used for calculating GPA and WGPA.
3. For mid-year GPA or WGPA calculation, multiply the GPA value of the current year-to-date average by the prorated number of credits earned to date. (For a five-credit class, 1.25 credits are earned at the end of the first marking period, 2.5 credits are earned at the end of the second marking period, and 3.75 credits are earned at the end of the third marking period.)

### **GPA for Transfer Students**

- With regard to transfer students, Nutley High School shall consider as weighted those courses taken at other schools when the corresponding Nutley High School course is weighted or would be weighted, if offered.

### **Process for Resolving Incomplete Grades**

1. A grade of Incomplete (I) will be given only when there is just cause, *e.g.*, work missing due to absence or illness. Otherwise, students are expected to submit work on time. While it is permissible to accept work that is late, students are expected to complete all work prior to the end of the marking period.
2. Students are expected to resolve incomplete assignments no later than ten (10) school days after the close of the marking period. Unresolved incomplete assignments will be automatically turned into a grade of zero (0) after ten (10) school days. Any grade of zero (0) earned on an incomplete assignment will be averaged in with the other grades earned during the marking period unless the work is completed. After ten (10) school days, the marking period average will replace the Incomplete (I) on the report card.
3. If an extension is sought due to extenuating circumstances, the student and parent are responsible for contacting the department coordinator and providing the requested documentation.

**Rank in Class**

At Nutley High School we create an environment that is academically rigorous. The majority of our students meet that challenge by earning exemplary grades. We believe that rank in class unnecessarily increases competition and that our students' levels of achievement are not equitably or fully communicated by this single transcript statistic. Nutley School District policy therefore precludes the reporting of rank in class.

## **GRADUATION REQUIREMENTS**

In order for a student to graduate and receive a high school diploma from Nutley High School, he or she must:

In order for a student to graduate and receive a high school diploma from Nutley High School, he or she must:

- Pass the Partnership for Assessments of Readiness for College and Careers (PARCC) for students graduating in 2021 or any other assessment as outlined below by the state of New Jersey for students graduating in, 2018, 2019 or 2020
- Earn a minimum of 120 credits through a traditional or Option ii program.

For more specific information on graduation requirements and scheduling, please refer to the [Program of Studies](#) (pages 7-13).

### **Traditional 120-Credit Program**

Earn a minimum of 120 credits by successful completion of the prescribed courses listed on the Graduation Requirements Chart. Every Nutley High School student should be scheduled for a minimum of 35 credits per year. It is recommended that each student takes 40 credits each year and enrolls in a minimum of four (4) core classes each year.

Each full-year course that meets routinely for one non-extended class period shall yield five (5) credits. Half-year courses that meet routinely for one non-extended class period shall yield two and a half (2.5) credits. Physical Education courses that meet routinely for one class period for three marking periods shall yield three and three-quarter (3.75) credits and quarter courses meeting routinely for one class period shall yield one and one-quarter (1.25) credits. Courses meeting for extended periods, a portion of a year, or a portion of a week shall be prorated. For example, a lab course shall be awarded one (1) additional credit if that class routinely meets for additional time.

### **Option ii Program**

The 120-credit requirement may be met in whole or in part through program completion of the Option ii program.

The January 2004 amendment to NJAC 6A:8-5.1(a)1 clarifies that the Board of Education, in developing their graduation requirements, may use a combination of options rather than limiting themselves to only one. Under Option ii, the Board of Education may utilize performance or competency assessment to approve student completion of programs aimed at meeting or exceeding the Core Curriculum Content Standards at the secondary level, including those occurring all or in part prior to a student's high school enrollment. Activities and programs developed in accordance with Option ii shall include appropriate assessments that ensure student achievements meet or exceed the Core Curriculum Content Standards.

**Note:** Minimum graduation requirements, as prescribed in NJAC 6A:8-5.1, do not equate to college admission requirements.

Students may begin taking high school level courses through the Option ii process upon graduation from grade 8. These courses may be used to meet prerequisites or advancement in a particular subject area. Students may take no more than two Option ii courses in an academic school year.



## Graduation Requirements Chart

Subject Area	Required Credits
English <sup>1</sup>	At least 20 credits
Social Studies <sup>2</sup>	At least 10 credits for US History At least 5 credits for World History
Mathematics <sup>3</sup>	At least 15 credits
Science <sup>4</sup>	At least 15 credits
Physical Education, Health and Safety <sup>5</sup>	At least 5 credits
Visual and Performing Arts <sup>6</sup>	At least 5 credits for each year of enrollment
21st Century Life and Careers Education <sup>7</sup> (Practical Arts)	At least 5 credits
World Language <sup>8</sup>	At least 5 credits
Financial Literacy <sup>9</sup>	At least 2.5 credits
<b>Total Minimum Credits Required</b>	<b>120</b>

<sup>1</sup> **English:** Twenty (20) credits including:

Grade 9 – English I or I Honors

Grade 10 – English II or II Honors

Grade 11 – English III or English III AP

Grade 12 – English IV or Humanities/English IV AP

<sup>2</sup> **Social Studies:** Fifteen (15) credits including satisfaction of NJSA 18A:35-1 and 2; five (5) credits in World History; ten (10) credits in US History, and the integration of civics, economics, geography, and global content in all course offerings.

<sup>3</sup> **Mathematics:** Fifteen (15) credits including at least five (5) credits in Algebra I, five (5) additional credits in Geometry, and beginning with the Class of 2016, and an additional five (5) credits in a math course which builds upon Algebra I and Geometry.

<sup>4</sup> **Science:** Fifteen (15) credits including at least five (5) credits in laboratory biology/life science or the content equivalent, at least five (5) additional credits in a laboratory/inquiry-based science course which shall include chemistry, environmental science, or physics, and beginning with the class of 2016, and at least five (5) additional credits in a lab/inquiry-based science course.

<sup>5</sup> **Physical Education, Health and Safety:** This includes driver education theory and family life education. Students with an authorized reason may be excused from the physical activity part of the regular program and will be assigned an alternative activity. Physical Education and Health courses are required by the State of New Jersey and must be passed each year. If a student fails Physical Education and/or Health for the year, he or she is strongly encouraged to take and pass the course in summer school.

<sup>6</sup> **Visual and Performing Arts:** This includes all courses in the Visual Arts and Music Departments with the exception of Digital Photography II.

<sup>7</sup> **21st Century Life and Careers:** All courses in the Business Department as well as the Career and Technical Education Department fulfill this requirement.

<sup>8</sup> **World Language:** All students will fulfill the one-year world language requirement. Limited English Proficient (LEP) students who take an additional English or English as a Second Language (ESL) class may use that second English class to fulfill the requirement.

<sup>9</sup> **Financial Literacy:** Required for all.

## **Advanced Placement (AP) Program**

AP courses are offered in English Language, English Literature, Studio Art: Drawing, 2D, and 3D, Art History, Computer Science A, Calculus AB, Calculus BC, Statistics, Biology, Chemistry, Physics I, Physics II, Environmental Science, U.S. History, American Government and Politics, Human Geography, Macroeconomics, Italian Language and Culture, Spanish Language and Culture, and Latin.

AP courses are college level courses offered in high school for students interested in pursuing a thorough, comprehensive program of study and research. These are courses in which the College Board determines the curriculum. All students wishing to enroll in an AP course must complete an AP Recommendation Form and complete any outlined prerequisites and/or assessment requirements for the particular content area.

Students scheduled for AP courses are expected to take the AP examinations in May. Students who take AP courses will be required to take the Nutley High School final exam. The grade on the final exam will count as 1/10 of the final grade for the course.

If a student receives a 3, 4, or 5 on the AP exam it might be possible to:

1. Receive college credit for that particular AP course.
2. Be granted an exemption by the college or university from beginning courses.
3. Gain tuition savings – up to a year of credit may be given to students with qualifying grades.
4. Have time to explore undergraduate subject areas that the student would not otherwise be able to study.
5. Gain eligibility for honors and other special programs open to students who have received AP recognition.

The score reported on the AP examination as well as each college's AP policy, determine how the above benefits apply. For a current list of college AP policies, refer to <http://collegesearch.collegeboard.com/apcreditpolicy/index.jsp>.

## **Honor Code**

Nutley High School believes that striving for academic excellence is dependent upon each student's commitment to academic integrity. The pursuit of knowledge is the mission of the school and responsibility of each individual student. The faculty guides the academic growth, while the parents and greater community provide support. To maintain this focus on learning and the tradition of academic excellence at Nutley High School, the students, faculty, parents, and community members must stand in unison demonstrating high regard for learning and the personal academic integrity required for intellectual growth. This culture of learning can only flourish upon a solid foundation of personal and academic integrity, made up of honesty, trust, fairness, respect, and responsibility.

## **Cheating and Plagiarism**

Academic dishonesty is defined as any attempt on the part of the student to receive credit for work other than his/her own. Cases of dishonesty including tests, quizzes, examinations, writing of themes, or other class assignments are handled by an administrator in cooperation with the teacher in whose class the dishonest act was committed. A first offense may result in receiving a failing grade/zero credit for the work; repeated or aggravated offenses, suspension from school.

Unless proper credit for work is given to the original author through the use of quotation marks, footnotes, or other explanatory notices, it is assumed that all written work offered is the student's own. Presenting written work for credit in the form of notes, themes, reports, problems, and the like, prepared by another person, shall be considered dishonesty. An accessory to an act of cheating shares the guilt and is dealt with in a similar manner. Any involvement in an act of cheating or plagiarism may result in dismissal from or nomination for any Honor Society.

## ATTENDANCE POLICY

Students will enter the building at 8:05 a.m. Exceptions to this policy include student entry for zero period classes, extracurricular activities, and extra help sessions. Students must be in class at 8:15 a.m.

### **NOTICE OF ABSENCE**

A parent or guardian must call the Attendance Office on the morning of his/her child's absence from school. If a student does not return to school following lunch, a telephone call from his/her parent or guardian is required before the end of the school day. Failure to make contact may result in an unexcused absence recorded for that student.

Students who become ill during the school day **MUST** report to the Nurse's Office at once. Students may not leave the school between classes for illness without reporting to the nurse's office. Failure to comply will result in unexcused absences for those classes missed.

### **STUDENT ABSENCE**

When a student accumulates twenty (20) absences he/she shall receive no credit for the course and shall be assigned to a study hall for the remainder of the school year. If a student is removed from class for excessive absence, the course cannot be made up in summer school. ***Due to the new rotating drop schedule, these thresholds may change. If any changes occur, parents and students will be notified accordingly.***

Students shall be excused by the attendance office for the following reasons:

1. Physical or emotional illness;
2. Senior illness or death in the immediate family;
3. Remedial health treatment;
4. Visitation to colleges for the purpose of exploring possibilities of admission;
5. Driving test;
6. Required attendance to court.

<b>It is important to note that though these absences are excused, they are applied toward the total number of allowable absences.</b>
--

Field trips, suspensions, school related activities, and all absences for religious holidays as approved by the Commissioner of Education are exempt from these provisions and will not be counted as absences for the purpose of this policy.

Special provisions may be made for certified hospital stays or other illnesses requiring long recuperative time periods. Homebound instruction shall also be made available after a student is absent for two consecutive weeks. The attendance office and the Attendance Appeals Committee will act upon cases of extenuating circumstances and inform teachers of this situation.

All chronic medical conditions which may require special application of policy regulations must be confirmed in writing by a physician and submitted to the attendance office at the beginning of the school year, or immediately at the onset of the illness.

### **CLASS CUTTING AND TRUANCY**

Truancy is defined as the act of absenting oneself from school without prior knowledge and permission of a parent/guardian, or the school. Once a student reaches the legal age of 18, the parent or guardian may give written permission to the attendance office for a student to leave the building.

A parent/guardian must continue to notify the attendance office in the event a student must leave the building.

## **CUT PROCEDURES**

A cut is defined as absenting oneself without permission from scheduled periods, including classes, lunch or activities such as assemblies. If a student is more than 23 minutes late to a class, he or she is considered absent. An excused absence is marked as an absence. An unexcused absence is equivalent to a cut. These procedures also apply to students scheduled for a Zero Period class as this is the start of the student's school day.

Administrative action (which may be modified at the administrator's discretion on a case to case basis) as it relates to a cut from an assigned instructional or non-instructional period will be addressed as outlined below:

### Full Year Course

<b>Offense</b>	<b>Program</b>
1st occurrence	Written parental notification All work missed will result in 0 grade for that day School Counselor notification Three-day central detention
2nd occurrence	Parental phone conference required All work missed will result in a 0 grade for that day School Counselor intervention One day In-School-Suspension Loss of extra-curricular activities for two weeks (including but not limited to athletic activities, dances, prom, clubs, etc.)
3rd occurrence	Mandatory parent conference All work missed will result in a 0 grade for that day Two days In-School-Suspension School Counselor intervention Loss of extra-curricular activities for four weeks (including but not limited to athletic activities, dances, prom, clubs, etc.)
4th occurrence	Mandatory student/parent/administrator conference Three Days In-School-Suspension Loss of extra-curricular activities for remainder of the year (including but not limited to athletic activities, dances, prom, clubs, etc.) The student will be denied credit for the course Notification will be sent by certified mail to the parent/guardian informing them of the student's loss of credit Student will receive a grade of W for the course

### Half Year (Semester) or Three-Day Per Week Courses

<b>Offense</b>	<b>Program</b>
1st occurrence	Written parental notification All work missed will result in 0 grade for that day School Counselor notification Three-day central detention
2nd occurrence	Mandatory parent conference All work missed will result in a 0 grade for that day School Counselor intervention One day In-School-Suspension Loss of extra-curricular activities for two weeks (including, but not limited to, athletic activities, dances, prom, clubs, etc.)
3rd occurrence	Mandatory student/parent/administrator conference Two days In-School-Suspension Loss of extra-curricular activities for remainder of the year (including, but not limited to athletic activities, dances, prom, clubs, etc.) The student will be denied credit for the course Notification will be sent by certified mail to the parent/guardian informing them of the student's loss of credit Student will receive a grade of W for the course

### Marking Period or One-Day Per Week Courses

<b>Offense</b>	<b>Program</b>
1st occurrence	Written parental notification Mandatory parent conference All work missed will result in 0 grade for that day School Counselor intervention One day In-School-Suspension
2nd occurrence	Mandatory student/parent/administrator conference Two days In-School-Suspension Loss of extra-curricular activities for remainder of the year (including, but not limited to athletic activities, dances, prom, clubs, etc.) The student will be denied credit for the course Notification will be sent by certified mail to the parent/guardian informing them of the student's loss of credit Student will receive a grade of W for the course

### **CLASS MAKE-UP ASSIGNMENTS**

It is the responsibility of the students to complete make-up assignments for all absences whatever the cause. A student will be allowed 2 days to make up assignments for each of the days that he/she is out.

## **TARDINESS TO SCHOOL**

Tardy pupils who fail to report to the attendance office will receive detention.

- Pupils who are late to school will report directly to the Attendance Office for an attendance slip. Failure to do so will result in disciplinary action.
- Students will be allowed one (1) unexcused tardy and nine (9) excused tardies before being issued a central detention. If a student misses a central detention, he/she will be issued In School Suspension.
- Chronic tardiness from lunch will result in loss of open lunch privileges.
- Continued tardiness will result in a student being assigned school detentions.

## **PLEASE NOTE**

**When a student accumulates 5 tardies in class, those tardies will equal one (1) absence for that class.**

## **TARDINESS TO CLASSES**

Within the student's first five tardies to class, the teacher will assign the student detention after school. On his/her sixth tardy, the student will be referred to the administration. Central detention will be assigned. Continued tardiness will result in further disciplinary action.

## **PLEASE NOTE**

**When a student accumulates 5 tardies in class, those tardies will equal one (1) absence for that class.**

## **EXCESSIVE ABSENCE NOTICES**

The Attendance Office notify students and parents by letter when the student reaches each of the following:

- 8 Absences
- 14 Absences
- 18 Absences
- 19 Absences
- 20 Absences

*Due to the new rotating drop schedule, these thresholds may change. If any changes occur, parents and students will be notified accordingly.*

## **APPEALS HEARING**

A completed Appeals Form must be presented to the attendance officer by the student no later than three days after the receipt of notification of loss of credit.

## **EARLY DISMISSAL POLICY**

Early dismissal must be arranged with the Attendance Office prior to dismissal.

- A note and a telephone call from the parent or guardian is required prior to the dismissal.
- Parent or guardian **MUST** come to the Main Office, sign in, and report to the Attendance Office to pick up the student.
- Students returning from an early dismissal must report to the Attendance Office before returning to class.

- Students who are dismissed by the school nurse will be excused for day of the dismissal only. Any subsequent absences must be reported by a telephone call from the parent or guardian upon the student's return to school.
- **Extra-curricular events** – In order to participate and/or attend any school related functions, (i.e. athletics, prom, fashion show, junior formal, etc.) it is mandatory to be in attendance for 3 full class sessions/periods (full am sessions or pm session). In the event of illness, a doctor's note will be required.

### **ZERO PERIOD POLICY**

Zero period classes begin promptly at 7:23 am. Students who are tardy to any zero period class will receive central detention. Any student enrolled in a zero period class is allowed 19 total absences for each full year course and 9 total absences for each half year course. Students will be removed from the class and no credit will be given for the course if they exceed this limit.

**Any student wishing to leave school for illness or an emergency, must report to the nurse or the Attendance Office for permission. If a student leaves school between classes without permission, the absences will not be excused.**

### **BEHAVIOR POLICY**

#### **STUDENT BEHAVIOR WHEN TRAVELING TO AND FROM SCHOOL**

The Nutley Police Department, in conjunction with the Nutley Board of Education, asks your support in maintaining good relations with our neighbors as you travel to and from school. Please remember to:

- Respect the private property of others;
- Use the sidewalks and crosswalks as required by New Jersey Law;
- Turn down the volume on radios;
- Do not use obscene language;
- Respect that homeowners and business owners have asked to remind you of appropriate behavior walking to or from school and waiting for a bus.

#### **STUDENT BEHAVIOR AT SCHOOL**

Students are reminded that if their behavior, while traveling to and from school, violates the school discipline code of conduct, they may be subject to the school discipline policy. The police will issue summonses to students who walk in the road, do not use crosswalks, or violate any other New Jersey law or Nutley Township ordinance.

- Student IDs must be worn at all times. Failure to comply will result in disciplinary action. (See Board policy #5517).
- Students are to remain on school premises from arrival in the morning until scheduled dismissal unless properly excused by the administration or the school nurse.
- Students may leave school premises on their lunch periods. Open lunch is a privilege which may be revoked at the discretion of the administration for inappropriate behavior or chronic tardiness upon returning from lunch.
- Students must serve central detention on the day it is assigned. They may not leave school grounds before completing this obligation. Missed detentions may result in further disciplinary action.



- Students must attend all scheduled classes and study halls. There is no excuse for cutting. Should an occasion occur that a student must be absent from a class or activity, he/she should obtain permission from the administration. Failure to do so may result in central detention, suspension, or a parent conference.
- All students are to remain in the classrooms except when excused by a teacher or administrator. These students should have a hall pass.
- Students found possessing, using, or distributing alcohol, drugs or engaging in any gambling activities in the building and on school grounds will be suspended immediately. A physical examination and a substance abuse screen by a certified medical doctor will be required for re-entry into school for any student suspected of being under the influence of alcohol or drugs.
- Students are not to display any conduct that can be construed as disruptive. This rule includes, but is not limited to, such acts as loud boisterous conduct, running in halls, improper displays of affection, etc.
- Dishonesty, profanity, acts of disrespect to teachers, insubordination, etc., will not be tolerated. Such violations may result in immediate suspension from school.
- Students are to leave the building and grounds promptly by 2:45 p.m. unless they must remain after that time on official school business. A staff member must supervise all students remaining in the building after 2:45 pm. The Nutley High School campus, inclusive of the immediate school grounds, extends from New Street to the end of Booth Drive and spans the entire Public Library lawn. The same rules that apply within our school building also apply to the external campus area.
- Students who vandalize or destroy school property will be held responsible.

### **CELL PHONE & ELECTRONIC DEVICES PROCEDURE**

The Nutley High School staff acknowledges the fact that, in today's day and age, most children have cell phones and various electronic devices. Whereas the use of cell phones has become vital in many situations, during the school day students who bring a cell phone or electronic device to school must adhere to the following guidelines:

**Please note that in an emergency circumstance, be it a school, community, regional, state, or national emergency, students will be allowed to use cell phones as long as it is permissible by school or law enforcement officials.**

(1) All students' cell phones and electronic devices must be turned off and remain off once they have entered the school building.

- Phones are to be turned off between the hours of 7:23 a.m. and 2:38 p.m. and kept in their locker, backpack, or on their person.
- Before 7:23 a.m. and after 2:38 p.m., phones can be used inside of the school building.
- If a parent or guardian receives a call from his/her child's cell phone during the school day, that child is in direct violation of this policy.
- **Should a parent or guardian need to speak to his/her child during the school day, he/she should contact the Attendance Office. Additionally, should a student need to contact his/her parent or guardian during the school day, he/she will be allowed to use one of the school phones.**

(2) Cell phones and other electronic devices should be stored in a student's securely-locked locker, backpack, or on their person. **Cell phones or electronic devices are not to be visible at all during the school day.**

(3) Students may only have their cell phones on inside the school building for the following reasons:

- They have been authorized by a school employee to turn the cell phone on for a specific purpose, or
- They have been allowed by a school employee to turn it on for a specific reason (crisis, critical incident, etc.)

Unauthorized activation of and/or use of cell phones by students will result in confiscation and may result in a search of the cell phone, as such action is a direct violation of school policy. Please remember that cell phones, like all other personal items brought into school by a student, may be subject to search. The outcome of this search may result in school sanction and/or a criminal investigation by the Nutley Police Department.

As with other personal property brought into our school, the Nutley School District is not responsible for lost or stolen cell phones or electronic devices.

Should a student violate the guidelines listed above, the following steps will occur:

**First Offense** – The phone will be confiscated by a school employee and brought to the Vice Principal’s office. The student will be given an after-school detention. Once the detention is served the cell phone will be returned to the student.

**NOTE:**

- If a student refuses to relinquish the cell phone to the school employee, he or she will be given an in-school.

**Second Offense** – The phone will be confiscated by a school employee and brought to the Vice Principal’s office. The student will be given three after-school detentions. Parents will be notified of the second offense and will be required to pick up the cell phone in the Vice Principal’s office.

**Third Offense** – The phone will be confiscated by a school employee and brought to the Vice Principal’s office. The student will be given an in-school suspension, and a parent conference will be held. At that time, the cell phone will be returned to the parent or guardian.

**Fourth Offense or More** – The phone will be confiscated by a school employee and brought to the Vice Principal’s office. The parent or guardian will be contacted and advised of the fourth offense. The appropriate discipline will be the prerogative of the administration.

**DETENTIONS**

If a student does not comply with school regulations, the following detentions may apply:

- Teacher assigned (length at discretion of the teacher)
- Administrative assigned central:
  - Full day: 2:56-3:30 p.m.
  - Half day: 12:40-1:25 p.m.

**IN-SCHOOL SUSPENSIONS**

In-school suspension is designed to foster academic pursuits and modify inappropriate behavior. It is offered by the administration in lieu of out-of-school suspension.

## **OUT-OF-SCHOOL SUSPENSIONS**

The following suspension guidelines are based on Statute Title 18A-37-2, page 509 of the 2007-2008 NJ Statutes.

The degree of violation may affect the length of suspension or may cause the administration to substitute after-school detention, in-school suspension, or Saturday detention in lieu of out-of-school suspension (see Board Policy #5600 and 5610).

Violations include but are not limited to:

- Cutting classes
- Cutting central detention
- Dismissal from central detention due to inappropriate behavior
- Unauthorized departure from in-school suspension
- Continued and willful disobedience toward any teacher, administrator, school aide, or other staff member
- Leaving the school building before end of student's day without permission from administration or school nurse.
- Truancy
- Fighting
- Chronic tardiness to class or school
- Use of profanity or obscene language
- Acts of dishonesty (cheating, forgery, untruthfulness, stealing, etc.)
- Gambling on school property
- Smoking
- Substance abuse
- Weapons possession
- Vandalism
- Snowball throwing
- Harassment, bullying, or intimidation of any kind, including cyber-bullying
- Possession of fireworks
- Failure to surrender electronic equipment (cell phones, iPods, MP3 players, etc.)

## **DRESS CODE**

### **PHILOSOPHY**

Parents have the primary responsibility for determining appropriate dress and grooming for their children. While it is not the intent of these regulations to usurp parent or student prerogatives in the selection of clothing styles, which frequently change and reflect personal taste, it is necessary to establish guidelines and limits of what will be permitted within the school environment. Of paramount importance in this dress code is the health and safety of the students and the avoidance of disorder and/or distractions to the educational process. Optimum learning conditions are of utmost importance and are our focus. This dress code reinforces that value.

### **PURPOSE**

The purpose of the school dress code is to establish standards for what is acceptable dress and grooming within the school setting with particular concern for the health and safety of the students. In addition, the code is designed to encourage a mode of dress and grooming that is conducive to establishing a climate of discipline, order, teaching and an effective learning environment.

## **CLOTHING**

The following items of clothing shall ***not*** be permitted in school during school hours:

- Fashion or materials that exaggerate, emphasize, reveal, or call attention to anatomical details;
- Inappropriately torn or cut articles of clothing;
- Muscle shirts, tank tops, mesh shirts, tube tops, see-through tops, bareback, midriff tops, spaghetti straps; biker shorts; oversized baggy pants, pajamas;
- Skirts or shorts above the extended finger tips (placed at the student's sides);
- Hats, hoods, visors, sweatbands, bandannas/flags, scarves, wave caps or any headgear or apparel that could be interpreted as gang related is strictly prohibited and may not be worn in school;
- Pants not worn at the waist or hip;
- Messages on clothing by picture or word may not be lewd, obscene, drug/alcohol oriented, or profane, and may not infer violence/weapons;
- Shirts in which the shoulders are not covered from the base of the neck to the edge of the shoulder or that expose the midriff;
- Jewelry that poses a safety hazard such as: spike bracelets, necklaces, or heavy chains are not permitted. No jewelry is permitted in physical education classes;
- Sunglasses, headsets, iPods, cell phones, or other electronic equipment.

### **Footwear**

For safety, footwear that provides a firm walking surface and good balance must be worn. Therefore, loose, untied laces or straps, flip-flops, slippers, or any footwear that poses a safety hazard are not permitted.

### **Miscellaneous Dress Code Information**

Students are required to place coats, jackets, hats and headbands in their lockers during school hours. These articles may not be carried in any way inside the school after the first period class begins.

In situations in which health and/or safety factors become critical, temporary modifications of the dress code may be necessary and will be established before the activity by the classroom teacher and/or building administrator (e.g., in lab classes, at special events, in physical education classes, or on field trips).

Clothing worn specifically for religious purposes will be permitted after the religious tenet of faith is shared with the building principal.

<p><b>Note: In all instances, the building administrator shall be the final arbiter of the school dress code.</b></p>
---

## **DRUGS, ALCOHOL AND OTHER LEGAL POLICIES**

### **POLICY STATEMENT**

The Nutley Board of Education recognizes that substance abuse presents a problem in society, is a violation of law, and presents a danger to the student involved and to other students. It is the Board's responsibility to provide a safe school environment and to help our students reach their potential. To this end, the Board has developed and implemented a proactive substance abuse policy to include clear procedures and a comprehensive student assistance program (SAP). The policy and SAP focus on rewarding positive behaviors and intervening upon the negative effects of alcohol/drug usage.

The following are excerpts from the Board of Education's recently-revised policy and procedure on alcohol, tobacco, and other drug abuse. This is an informational overview and is not intended as full text. For interpretation of the policy and procedures contact: Mrs. Lisa Cassilli, Student Assistance Coordinator, (973) 661-8997.

### **DISCIPLINE**

Students are prohibited from possessing, consuming, or distributing drugs or alcohol in any form while at school, in co-curricular and extra-curricular programs, on school grounds, and when attending a school-related function on or off campus. Students are further prohibited from smoking cigarettes or using other tobacco products in any form in school buildings, on any school grounds, in co-curricular and extra-curricular programs, and when attending a school-related function on or off campus.

In accordance with state and federal laws and regulations, students suspected of being "under the influence" shall be subject to medical examination at the parent/guardian's expense, suspension and other disciplinary measures as established by this policy.

The Board pledges its full cooperation with law enforcement officials in the conduct of their duties to maintain a drug free school zone in a cooperative agreement between the school district and Nutley Police. Students and their parent(s)/guardian(s) are advised that New Jersey laws may require additional penalties beyond school sanctions for drug-related offenses on and off school grounds in accordance with Drug Free School Zones statute.

The Board intends to use the disciplinary sanctions of this policy as a means of helping students recover from the debilitating effects of substance abuse. It is in this spirit that the development and enforcement of this policy is intended.

### **STUDENTS VOLUNTARILY SEEKING HELP FOR DRUG, TOBACCO, OR ALCOHOL USE**

Students are encouraged to seek help for problems with or related to tobacco, drug and/or alcohol use. Specific staff members and services are provided for direct assistance or confidential referral for students seeking help with a tobacco, alcohol, drug or other problem related to their substance use or use by someone in a close relationship with such students.

1. The Student Assistance Coordinator will be allowed to maintain confidentiality of conversations with students meeting the following criteria:
  - a. The student's health is not in imminent danger;
  - b. The information does not make the staff member accessory to any illegal actions;

- c. The information does not indicate that the health or safety of the student or another individual is threatened.
  - d. Every effort shall be made to have the student discuss his/her involvement with alcohol and other drugs with the I&RS Team and parent/guardian.
2. Voluntarily seeking help does not prevent the school staff from charging a student with suspicion of being under the influence at another time.

## **STUDENTS SUSPECTED OF BEING UNDER THE INFLUENCE OF SUBSTANCES**

A. In conformance with N.J.A.C. 6A:16-4.3, staff members **must immediately report** to the designated building administrator and the school nurse any student exhibiting behavior, or a pattern of behavior, or whose physical condition is consistent with the signs and symptoms of being under the influence of alcohol or other drugs.

1. When a student is suspected of being under the influence of drugs or alcohol, the steps below will be followed in the order listed:
  - a. The staff member who expresses concern shall **immediately** contact either the building principal or his/her designee, and subsequently complete the Violence, Vandalism and Substance Abuse Incident Report, according to the requirements of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-5.3;
  - b. The administrator will locate the student and escort him/her directly to a confidential and inconspicuous location where the nurse, appropriate administrator, SAC, and/or a representative of the I&RS Team will meet with the student, as soon as possible;
  - c. When a student is in need of immediate medical attention, the building administrator shall take appropriate action to insure that Emergency Medical Services or the Nutley Police transport the student to the nearest hospital emergency room;
  - d. Immediate contact with parent/guardian shall be initiated, except in cases where a student is 18 years old and has not waived his/her rights;
  - e. The parent/guardian shall be directed to take the student for an immediate medical examination by either the Board of Education Physician (to be designated annually), or a physician of their own choosing, which shall then be at the family's expense instead of being performed at no charge;
  - f. The student shall receive an immediate medical dismissal for the remainder of the school day and picked-up by his/her parent or guardian to receive a medical examination and drug screen **within two hours**;
  - g. If the parent or guardian is UNAVAILABLE to have the student tested in the allotted time, the parent may grant a verbal or written release that permits the administrator to accompany the student to the Board of Education Physician or other appropriate facility along with a release for the facility to perform a medical examination and administer the chemical screen. If, in the opinion of the nurse, it is inadvisable for the administrator to accompany the student, 911 will be called to escort the student to the nearest emergency room or approved medical facility;

- h. If the parent or guardian is **UNWILLING** to have the student tested in the allotted time, 911 will be called to escort the student to the nearest emergency room;

**IN ALL CIRCUMSTANCES, IF A TEST IS NOT ADMINISTERED WITHIN TWO (2) HOURS, AN EVALUATION BY AN AGENCY OR CLINICIAN APPROPRIATELY LICENSED AND CERTIFIED TO PROVIDE SUBSTANCE ABUSE TREATMENT SHALL BE MANDATED;**

- i. During the physician's examination, a monitored urine sample shall be collected and appropriate chain of custody will be documented;
  - j. Upon a parent or guardian picking up his/her child from school, failure to comply with the requirements to complete a medical examination and laboratory tests within 2 hours will be considered a positive diagnosis resulting in an immediate suspension.
2. Reinstatement will occur only upon submission to the Principal of evidence that an evaluation has been initiated within 5 school days from this incident.

**B. Temporary Admission Pending Results**

1. Return to school is prohibited until the student can present:
- a. Physician's Assessment Form and a Re-entry Note (pending the results of any lab work within 24 hours) including the date and time from the examining physician stating that the student is free from alcohol or other drugs and is able to return to school;
  - b. Evidence that a urine screen for drugs has been collected within the appropriate time frame (two hours) and is being processed by a lab.
  - c. Meeting the above criteria, the student will be re-admitted the next school day without suspension pending the results of the physician's completed examination including the date and time.
2. Positive Diagnosis – A positive diagnosis will cause the student to be suspended immediately for a duration of not more than **21 calendar days**, not to exceed the second monthly meeting of the Board of Education without informing the Superintendent in writing with return prohibited until:
- a. Evidence of a negative urine screen has been provided. The Board of Education will be responsible for the initial urine screening but subsequent urine tests shall be at the parents or guardians expense;
  - b. Parents/guardians and the student present have signed Release of Confidential Information (appended) from an agency or clinician appropriately licensed and certified to provide substance abuse treatment indicating that an evaluation is in progress in order for the school and treatment program to communicate about the student's progress without breaching confidentiality;
  - c. Results of an evaluation from an agency or clinician licensed and certified to provide substance abuse treatment received within 5 school days. Nothing in these procedures shall prevent a parent/guardian from seeking a second opinion from an approved program at their own expense;

- d. The selection of a treatment or evaluation facility shall be done by the parent/guardian who shall be informed by the referring staff member that this will be “at the parent/guardian’s expense”;
- e. Meeting the above criteria may result in the reduction in the length of suspension.
  - i. Students enrolled in an approved out-patient treatment program may continue to attend school only as long as participation can be documented.
  - ii. Parents/guardians who fail to comply with the assessing program’s recommendation will result in the school’s filing a report of alleged child neglect filed with the Division of Child Protection and Permanency as well as the option of filing a formal complaint in municipal court.
  - iii. Participation in all extra-curricular and/or co-curricular activities including athletics, proms, and other school activities will be denied until the student takes the necessary steps to be in compliance with state law and this policy.

**C. Second Offense – Being under the influence of alcohol and/or other drugs:**

- 1. Completion of all procedures outlined under first offense;
- 2. Medical confirmation of being under the influence will require the student to complete, at the parent or guardian’s expense, a residential treatment program or, if acceptable to the I&RS Team, participation in an intensive outpatient alcohol or drug treatment program. Formal release from treatment at the program’s recommendation will be the only reason accepted for termination.

**D. Third Offense – Being under the influence of drugs or alcohol:**

- 1. Completion of all procedures outlined in the first and second offense;
- 2. The Administration, in conjunction with the I&RS Team and Student Assistance Counselor(s) retain the option to recommend expulsion to the board of Education for any chronic violator of this Policy. Third Offenders will automatically be presented to the Board for an expulsion hearing as a danger to him/herself, and others.

**E. Students suspected of, or admitting to the use of steroids will be subject to the same procedures outlined for other alcohol or drug violations, with the following exceptions in accordance with N.J.A.C. 6A:16.**

**STUDENTS RETURNING FROM TREATMENT: VOLUNTARY & POLICY ORDERED**

Any student who attends treatment following an alcohol or drug suspension must comply with the re-admission criteria described in Part II.

- 1. Students attending a treatment program causing an extended absence will be readmitted only upon receipt of a written recommendation from the treatment program.
- 2. The absences will be considered in the same manner as other “chronically ill” students.



## **SEARCH AND SEIZURE**

Lockers are school property and may be subject to search at the direction of school administration at any time.

1. Searches conducted of students' possessions must be warranted by "reasonable suspicion" in compliance with standards established by state and federal law.
2. These searches shall include the following guidelines:
  - a. "Reasonable suspicion" shall mean suspicion based on statements of concern by staff or students, and physical condition and behavior of a suspicious nature that indicates possible substance use or possession.
  - b. Searches of a "cursory" nature may be conducted, including a visual inspection and request that students empty pockets, purses, and other belongings.
3. Students refusing to cooperate in searches will have their parent/guardian contacted to inform them of the student's refusal to cooperate, stressing possible police involvement in the incident.

## **POSSESSION OR DISTRIBUTION OF ALCOHOL AND/OR OTHER DRUGS**

- A. When a student is found to be in possession of any quantity of illegal substances, drugs, or alcohol on school grounds or at a school activity or on a school-provided mode of transportation or school-related trip, the administrator in charge will contact the Nutley Police or other agency to investigate.
  1. When illegal substances are found, it shall be the responsibility of the police to complete their normal reporting procedures, and any other legal actions, such as complaints, depending on the quantity of substances.
- B. Students found "in possession" will follow the same criteria as outlined in Part II of this procedure.
  1. However, the Board of Education maintains the right to conduct a suspension or expulsion hearing on any student found selling, possessing or distributing illegal substances, as outlined in this Policy.
  2. Students who are charged with distribution or intent to distribute drugs, or students who are neither treatment appropriate nor who test positive on a urine screen, will receive the following additional disciplinary measures:
    - a. Out-of-School suspension for a maximum of 21 days, not to exceed the second monthly Board of Education meeting without Board action;
    - b. Appear at an automatic expulsion hearing before the Board of Education;
    - c. If reinstated, a monitoring program and monthly reports to the Board of Education shall be developed by the I&RS Team in consultation with the Student Assistance Counselor;
    - d. Failure to comply with established guidelines, or a determination that the student is a risk to the school community, will result in extended Alternative Instruction until the Board of Education is satisfied.

- C. Upon the second, and any subsequent offenses, or those involving actions by the Court due to the quantity of substances involved, an expulsion hearing by the Board of Education shall be held.
- D. Students arrested for non-school related drug or alcohol violations shall be permitted to attend school unless it is demonstrated that the student is a danger to him/herself, or to other students in the school. Based on reports from local police, if the school building principal, in consultation with the I&RS Team, determines that the student's continued attendance presents danger to the health and safety of other students in the building, the offending student shall:
  - 1. Be suspended immediately for a number of days not to exceed the second monthly Board of Education meeting;
  - 2. Have Alternative Instruction immediately;
  - 3. Have written recommendations, or a program designed by the I&RS Team and the Student Assistance Counselor;
- E. Return to school will be conditional upon meeting criteria established by the I&RS Team and the building principal.

#### **ROLE OF THE CHILD STUDY TEAM**

The Child Study Team shall not accept referrals of new cases where the cause for evaluation indicates possible use of alcohol or other drugs until the I&RS and/or Student Assistance Counselor(s) have been consulted.

#### **STUDENT USE OR SUSPECTED USE OF SUBSTANCES OFF-CAMPUS**

The Nutley School District must identify and assist students whose drug or alcohol use or other behavior is of concern, **regardless of when it occurs**.

- 1. Any expression of concern about parties or substance-related incidents involving students will be handled in the following manner:
  - a. The staff member will ensure that any information deemed reliable will be passed on to the building administrator and the SAC whose expertise may facilitate parent cooperation in a manner which ensures the confidentiality of each student and/or family;
  - b. A member of the I&RS Team may call a student in to express concern about "use" when a parent/guardian or fellow student issues a "statement of concern", or to discuss parent/guardian chemical dependency. The contents of this meeting will remain **confidential**; however, this will not protect the student from future sanctions under existing procedures of this Policy.
- 2. The I&RS Team may conduct a Confidential Behavioral Health Assessment of the student in order to determine to what extent chemical use may be affecting performance or behavior.

#### **CHILDREN OF ALCOHOLICS AND FROM CHEMICALLY DEPENDENT FAMILIES**

Children of parents, guardians or family members with active alcoholism, substance abuse, or chemical dependency, or a history of such difficulties, shall have available to them support services in the form of individual or group counseling, referral to community services, and "self-help" programs available within the school district and community.

## **CONFIDENTIAL CONSULTATION WITH PARENTS WITHOUT A STUDENT'S KNOWLEDGE**

Parents/guardians may receive confidential voluntary consultation from professional staff for concerns about their child's possible substance abuse without informing the student of such a meeting.

**The information obtained by the staff member during this meeting shall remain confidential with the I&RS Team and shall not be used for disciplinary action against the student.**

## **TOBACCO USE**

- A.** The Nutley Board of Education's Smoking Policy is strictly enforced by district employees. For the purpose of this policy, "smoking means the burning of a lighted cigar, cigarette, E-cigarette, pipe, or any other matter or substance which contains tobacco." Chewing tobacco is also specifically prohibited.
- B.** Smoking or the use of tobacco products (including E-Cigarettes or related paraphernalia) by students within all school buildings and on school grounds is prohibited. Additionally, the use of tobacco is prohibited on any school-provided transportation or on any school-related trip, including school field trips, athletic events, competitions, camps, etc. Students may be subject to appropriate discipline as determined by the building administrator.

## **STERIOD PREVENTION PROGRAM**

- A.** As a requirement for participation in interscholastic sports, all parents/guardians are required to give permission for the school physician or medical practitioner of their choosing to perform an examination and possible testing for steroid use.
- B.** Steroid identification and testing during the individual sport season will follow the following steps:
  - 1.** Coaching and medical staff shall become educated on the signs/symptoms of steroid use and shall closely observe student athletes while participating in the individual sport or during medical examinations.
    - a.** Coaches will identify players who display physical manifestations or behavior consistent with symptoms of steroid use and report candidates for possible testing to the Director of Athletics and/or the Student Assistance Counselor.
  - 2.** Random urine samples may be collected from athletes, students engaging in extra-curricular activities, clubs, or other organizations sponsored by the school district. Any random urine collection/tests shall be performed in accordance with state and federal law.
    - a.** Failure to submit a sample will result in the student being declared ineligible to participate in ANY extra-curricular activity, sport, club, etc., until a sample has been submitted and reviewed.
  - 3.** Students testing positive will be treated under the same procedures as outlined in this policy with the following additional sanctions:
    - a.** First offense – ineligibility to participate in interscholastic sports for one calendar year from the date of the offense;
    - b.** A second offense shall declare the student ineligible for the student's remaining career in the Nutley Public Schools.

## **STUDENT RANDOM ALCOHOL AND DRUG-TESTING POLICY**

### **POLICY STATEMENT**

It is the responsibility of the Nutley Board of Education to safeguard the safety of the pupils in the schools and promote an orderly learning environment. We, therefore, must maintain that the use of drugs and unlawful possession and use of alcohol is wrong and harmful. The Board recognizes that the misuse of drugs, alcohol or steroids threatens the safety of the pupils and the orderly learning environment of the entire school community. The Board of Education is committed to the prevention of drug, alcohol and steroid abuse.

The Nutley Board of Education convened a Task Force which, in part, conducted a survey, solicited public input from the community and parents, and obtained law enforcement data. This information was obtained to gain an understanding of the current drug use among students. The Board's Task Force found there was enough information of substance use/abuse by students that additional attention is warranted.

The Nutley Board of Education recognizes that the problem of illegal drugs and alcohol use presents a continuing challenge in its schools and a clear danger to the pupil population as a whole. The district's commitment to maintaining athletics and extra-curricular activities in a safe and secure environment requires a clear policy and supportive programs relating to the deterrence of substance use by pupils involved in athletics and extra-curricular activities.

Participation in athletics and extra-curricular activities is a privilege. Pupil participants, by virtue of their voluntary decision to participate in these extra-curricular and athletic activities (and because of their position as school leaders and role models in the school community) have a heightened responsibility to be drug and alcohol free. The district is committed to being proactive in ensuring the safety of all pupils participating in athletics and extra-curricular activities.

Consistent with the U.S. Supreme Court Ruling, Board of Education of Independent School District No. 92 of Pottawatomie County et al v. Earls et al., 536 U.S. 822 (2002) and the New Jersey Supreme Court Ruling in Joye v. Hunterdon Central Regional High School Board of Education, 176 N.J. 568 (2003), the Board of Education directs the Chief School Administrator to implement and conduct a program of random drug testing of pupil participants in athletics, extra-curricular activities, pupils who have violated the district substance abuse policy, and pupils who voluntarily elect to participate in the program with parental consent. Eligibility shall apply to the entire academic year. The principal or his/her designee shall oversee the Policy and Procedure.

Design of the program shall be consistent with the Nutley Board of Education's objectives, which are as follows:

- Promote safety
- Deter drug use, thereby countering peer pressure which may encourage indulgence
- Promote an orderly learning environment
- Encourage and invite voluntary testing

Primary emphasis in administering this program shall be directed toward deterrence and remediation rather than punishment of pupils who test positive for alcohol, non-prescribed medications, illegal drugs or their metabolites. Sanctions and corrective action shall be designed accordingly.

This policy and its implementing regulations shall be made available annually, at the beginning of the school year, to all school employees, pupils and parent(s) or legal guardian(s). This Policy is NOT intended to be disciplinary or punitive in nature. No pupil shall be expelled or suspended from school

as a sole result of any verified positive test conducted by the school under the Random Drug Testing Program.

This Policy shall apply to all Nutley School District students in grades 9-12 who participate in any athletics or extra-curricular activities. This Policy shall also apply to all Nutley School District students in grades 9 to 12 who voluntarily elect to participate in the program with parental consent or who have violated the district substance abuse policy.

#### **DEFINITIONS OF TERMS USED**

**Drugs** - All controlled substances designated and prohibited as stated in the Nutley School District's Substance Abuse Policy and N.J.S.A. 23:21-2, N.J.S.A. 2A:170-25.9, N.J.S.A. 2C:35.2. For the purpose of this policy, a drug includes, but is not limited to, alcohol, amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, MDMA (a/k/a Ecstasy), methadone, methamphetamine, opiates, oxycodone, PCP, anabolic steroids, tricyclic anti-depressants or any other substance which is defined as a controlled substance by New Jersey law or their metabolites.

**Alcoholic Beverages** - Includes beer, wine, distilled liquors and any other liquid containing alcohol.  
**Medications** - All medications, including over the counter drugs, must be properly registered with the school nurse. N.J.S.A. 18A:40-12.4.

**Extra-curricular activity** - Any activity sponsored or approved by the Nutley Board of Education but not required for graduation.

**Confirmed Positive** - A positive result from confirmatory testing at the laboratory.

### **STUDENT RANDOM ALCOHOL AND DRUG TESTING REGULATIONS**

#### **TESTING COORDINATOR**

The high school principal or the designees will coordinate and supervise the Random Drug and Alcohol Testing Program for students.

#### **ELIGIBILITY FOR TESTING**

- All students in Nutley High School who participate in any athletics, extra-curricular activities, or school clubs, have violated the district substance abuse policy or who elect to participate in the Random Drug and Alcohol Testing Program (Program) with parental consent will be eligible for the random drug testing pool (Testing Pool).
- For the high school, the Consent to Test Form must be completed and submitted to the appropriate coach, advisor, or testing coordinator for volunteers of the program.
- Student athletes at the high school must submit Consent to Test Forms on or before the first day they participate in practice. Failure to do so will result in ineligibility for athletic participation until the form is submitted. The Director of Athletics will oversee the collection of Consent to Test Forms by coaches.
- Students involved in extra-curricular activities or school clubs must submit the Consent to Test Form no later than their attendance at a second meeting of the club or activity. Failure to do so will result in ineligibility for participation in the club or activity.
- Students who have violated the District Substance Abuse Policy will be required to submit a Consent to Test Form prior to their return to school following suspension. Failure to do so will result in the student being deemed in violation of the District Substance Abuse Policy.
- Students who volunteer to participate in the Program shall be allowed to enter the Testing Pool at any time once they submit a Consent to Test Form.

- Students remain eligible for random drug testing from the date the Consent to Test Form is turned in through an entire calendar year, whether or not they have been previously tested or are currently participating in athletics or extra-curricular activities at the time they might be randomly selected for a drug test. In the event that a student eligible for random alcohol and drug testing ceases to participate or withdraws from all athletics, extra-curricular activities or school clubs, he or she has the opportunity to submit to the principal or administrative designee an Activity Drop Form. This Activity Drop Form shall remain in effect for a minimum of one calendar year, with a built-in fifteen (15) day grace period for reconsideration. In order for a student's withdrawal to be effective and thereby removal from the Testing Pool, the Activity Drop Form must be signed by both the student and a parent/guardian.
- Students who volunteer to be part of the testing pool may opt out of the program by submitting a drop form signed by the student and parent(s)/guardian(s).
- The district will test a minimum of 20% of the total number of students in the Testing Pool annually.

## **TESTING PROCEDURES**

- A confidential testing schedule will be created by the administration prior to the initiation of the program to ensure that the testing of eligible students is conducted in a manner that is random.
- Testing will only occur on student contact days during the academic year.
- Selection of eligible students for testing will be conducted in a purely and entirely random basis, which will be carried out as follows:
  - The students eligible for testing will be assigned random identification numbers in order to maintain confidentiality and to ensure the integrity of the randomness of the testing program.
  - Periodically, the testing coordinator will arrange for the random selection of ID tags assigned to members of the Testing Pool.
  - The testing coordinator or designee will notify the individuals selected for testing (participants) and escort the participants to a secure testing site in the Nurse's Office or other bathroom facility in the building.
  - The testing site will have a secured bathroom that will maximize the privacy of the participant and ensure the integrity of the sample collection process. Water sources shall be turned off and toilet water will be blued to prevent adulteration of test specimens.
  - In the event of a student absence, an alternate selection will be made from the testing pool.
  - The names and/or any other personally identifiable information of the participant will remain confidential.

## **COLLECTION OF SAMPLES**

All aspects of the Program, including the taking of specimens, will be conducted so as to safeguard any and all personal and/or privacy rights of the participant to the maximum extent possible. The Policy treats a participant's test results as a confidential health record pursuant to both federal and state regulations. 42 C.F.R., 2.1 and 2.2; N.J.A.C. 6A: 16-1.5. As such, any information obtained by the Program which would identify the participant as a drug or alcohol user may be disclosed only for those purposes and under those conditions permitted by federal regulations in accordance with 42 C.F.R. - Part II. No testing record of any participant will be used to initiate or substantiate any criminal charges against a participant or to conduct any investigation of him or her, and the district shall not share participant's individual test results with law enforcement authorities.

- Any information transmitted to an approved outside agency for testing or processing will not contain any personally identifiable information of the participant. The approved outside agency will consult with and guide the school nurse in the collection of specimens in accordance with federal Substance Abuse and Mental Health Services Administration (SAMHSA) standards.
- In administering the Program, the district will test for the presence of certain substances that may include, but are not limited to the following substances or their metabolites: alcohol,

amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, MDMA (a/k/a Ecstasy), methadone, methamphetamines, opiates, oxycodone, PCP, anabolic steroids, tricyclic anti-depressants, and/or any other substance defined as a “controlled substance” by either New Jersey or Federal law.

- The participant shall submit a urine and/or saliva screen according to the Consent to Test Form.
- The participant shall complete a specimen control form that bears the assigned identification number. Only designated school personnel shall know the assigned number for each participant.
- The school nurse will collect specimens from the selected student. Any information transmitted to a licensed laboratory for testing or processing will not contain any personally identifiable information of the participant.
- All efforts will be made to minimize the instructional impact of testing and to maintain the confidentiality and privacy rights of participants. All urine testing will be conducted in a closed-door restroom without direct observation by adult monitors.

**Any attempt by a participant to tamper with the specimen collection process will deem and constitute the specimen as positive. Refusal of a participant to provide a sample will be interpreted as a positive result.**

### **NOTIFICATION OF TESTING AND TESTING RESULTS**

- The parent(s) or guardian(s) of students selected for testing will receive a phone call or message following a participant's completion of the testing process.
- Where a participant's test is confirmed positive, the participant's parent(s) or guardian(s) will be contacted directly by a Medical Review Officer (MRO) to conduct a consultation. The consultation will address the reasons for the positive test and a decision will be made by the MRO regarding the legitimacy, validity, or accuracy of a positive test. The MRO will determine if that substance has been taken pursuant to a legal prescription.
- Results of the participant's test confirmed by the MRO will be provided to the designated personnel within twenty-four (24) hours of the MRO's consultation with the participant and his or her parent(s) or guardian(s).
- Participants' test results will be kept in confidential files separate and apart from his or her other educational records, and shall be disclosed only to those personnel who have a need to be informed regarding the result of the test in order to implement or oversee implementation of the Program or the consequences of violating the policy. Student drug testing information resulting from the Program will not be turned over to any law enforcement authorities except under circumstances in which the district is legally compelled to surrender or disclose such test results. N.J.A.C. 6A:16-3.2.
- The district respects the privacy of its students and shall maintain confidentiality regarding any alcohol and drug testing for this Program. The results will only be released to parent(s) or guardian(s) of the student and the SAC (Student Assistance Counselor). All records and subsequent actions shall be kept in a file separate from the student's regular file. The district personnel will not release records of drug and alcohol tests or any resulting action to anyone other than the pupil and/or his/her parent/guardian without the written authorization from the pupil and/or his/her parent/guardian, in accordance with 42. C.F.R. - Part II.

### **CONSEQUENCES**

Consequences will result from the following:

- A confirmed positive alcohol or drug test
- Refusal to participate in testing when selected
- Tampering with the specimen collection process

**Students will be ineligible for participation in any athletics, extra-curricular activities, or school clubs, unless they complete the Random Drug and Alcohol Testing Program: Consent to Test Form.**

### **CONSEQUENCES OF A CONFIRMED POSITIVE**

- The Principal or designee will contact the parent(s) or guardian(s) to remove the student from school and make arrangements for the mandatory medical examination pursuant to N.J.A.C. 18A:40A-12 and N.J.A.C. 6A:16-4.3.
- The Participant will be removed from any athletics, extra-curricular activities, or school clubs for a minimum period of one (1) week.
- The participant shall have a minimum of six (6) visits with the Student Assistance Counselor (SAC), one of which must occur within the week immediately following the confirmed positive test.
- The participant shall attend and complete an Early Intervention Counseling Program. The participant shall attend this program at an agency or with a clinician that is appropriately licensed and certified to provide substance abuse treatment. The participant must enter an approved program within one (1) week of the receipt of the confirmed positive test result. Parent(s)/guardian(s) must sign a Release of Confidential Information for the school and treatment agency to communicate about the participant's compliance.
- The parent(s)/guardian(s) are responsible for the cost of the treatment program.
- In accordance with N.J.A.C. 18A:40A-12 and N.J.A.C. 6A:16-4.3, the participant must be evaluated by a physician before returning to school, and a written report must be furnished to the school district certifying that substance use no longer interferes with the student's mental or physical ability to participate in school.
- The participant must submit a negative drug test prior to returning to any athletics, extra-curricular activities, or school clubs.
- If the participant submits a confirmed positive drug test a second time, the participant will forfeit the privilege of participation in any athletics, extra-curricular activities, or school clubs for a minimum of thirty (30) consecutive school days.
- A participant who submits a confirmed positive drug test a second time must participate in a substance abuse evaluation and follow any recommendations made by the evaluator. The evaluation must be performed by an agency or with a clinician that is appropriately licensed and certified to provide substance abuse treatment. Parent(s)/guardian(s) must sign a Release of Confidential Information for the school and treatment agency to communicate about the participant's compliance.
- If the participant submits a confirmed positive drug test a third time, the participant will forfeit the privilege of participation in any athletics, extra-curricular activities, or school clubs for a minimum period of one (1) calendar year.
- A participant who submits a confirmed positive drug test a third time must participate in a substance abuse evaluation and follow any recommendations made by the evaluator. This evaluation must be performed by an agency or with a clinician that is licensed and certified to provide substance abuse treatment. Parent(s)/guardian(s) must sign a Release of Confidential Information for the school and treatment agency to communicate about the participant's compliance.

**Failure to follow through on procedures as set forth herein will result in participant being deemed ineligible for any athletics, extra-curricular activities, or school clubs.**



## **WEAPONS AND DANGEROUS INSTRUMENTS**

According to New Jersey State Law, weapon possession is prohibited. Students in possession of a weapon will be suspended and charges filed with the police. A weapon is defined as any instrument of offense or defense, which is capable of inflicting injury or death to someone.

**Guns (loaded or unloaded):** Revolvers, BB guns, pellet guns, stun guns, dart guns, shotguns, rifles, or “look-alikes.” Also defined as any device or instrument in the nature of a weapon from which may be fired or ejected any solid project able ball, slug, pellet, missile or bullet, or any gas, vapor or other noxious thing, by means of a cartridge or shell or by the action of any explosive or the lighting of flammable or explosive substances.

**Knives:** Pocketknives, hunting knives, switch blades, gravity knives, daggers, stilettos, dirks, box cutters, razor blades and any other instrument or device that could be used for cutting.

**Other:** Pipes, tire irons, bats, dubs, blackjacks, brass knuckles, sling-shots, leather bands studded with metal, large straight pins, large safety pins, lighters, or other flame-producing devices. This includes mace, pepper spray or like substances.

## **GAMBLING**

According to New Jersey State Law, gambling is prohibited. Students gambling will be suspended and charges filed with the police.

## **BIAS, ETHNIC OR RACIAL CRIMES**

Students are cautioned as to the use of any verbal or written statements, pictures, or symbols directed to any members of our school community or made in a general or anonymous fashion. Any alleged incident of bias/racial/ethnic crimes will be reported to the appropriate local/county police authorities and may result in school- based sanctions and/or consequences. All school reporting practices will be in compliance with law.

## **HARASSMENT, INTIMIDATION AND BULLYING**

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

"Harassment, intimidation or bullying" is defined as: The repeated intimidation of students by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but is not limited to, such actions as verbal taunts, name-calling and put-downs, and extortion of money or possessions that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated 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 disability; or

2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of 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 in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Acts of harassment, intimidation, or bullying may also be a pupil exercising power and control over another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

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

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. The school principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

The superintendent and/or designee will provide annually to pupils and their parent(s) or legal guardian(s) the rules of the district regarding pupil conduct, pupil's due process and other rights. This Policy will appear in all publications of the school district's comprehensive rules, procedures and standards of conduct for school(s) within the district, including pupil handbooks. Provisions will be made for informing parent(s) or legal guardian(s) whose primary language is other than English.

This Policy requires all pupils in the district to adhere to these rules and guidelines and to submit to such disciplinary measures as are appropriately assigned for infraction of rules and guidelines of the district.

### **Reporting Procedure:**

- The Nutley School District encourages any student who believes s/he has been the victim of bullying or any student who has witnessed bullying to report the incident(s) at once to any teacher, staff, or administrator of the school.
- Verbal complaints should be documented on the Bullying Report Form by the adult receiving the complaint.
- A simplified children's version of the form may be used for younger children.
- Verbal or written reports should be made to the administrator as soon as possible.
- Verbal reports must be followed up within 10 working days with a written report.
- Teachers may want to provide an anonymous procedure for reporting, such as a "problem box".
- Bullying reports are treated as confidential data and will not be disclosed except as permitted by law. The privacy of the complainant, accused, and witnesses will be protected as much as possible within the framework of the school's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.
- Submission of a good faith complaint or report of bullying will not affect the reporter's education or work environment. No retaliation will be allowed as a result of a bullying report.

## **Investigative Procedure**

Upon receipt of a verbal or written complaint the administrator (or designee) will:

1. Interview the reporter (faculty or staff member),
2. Victim,
3. Witnesses,
4. Accused

These interviews will be conducted individually, in a manner to protect the privacy of all involved persons, and may be done in consultation with the school counselor--as deemed appropriate. Parents of the victim and the accused will be notified. Depending upon the severity of the alleged action, law enforcement or Child Protective Services personnel may also be contacted. A Bullying Behaviors Chart is to be used as a reference tool for determining the degree/severity of the incident.

**To view Board Policy #5512.01 in its entirety, visit the district website at  
[www.nutleyschools.org](http://www.nutleyschools.org)**

## **SEXUAL HARASSMENT**

The Board of Education explicitly forbids any conduct or expression that may be construed as the sexual harassment of a student by an employee of the district, or by another student.

- The sexual harassment of a student includes all unwelcome sexual advances or suggestions, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever such conduct has the purpose or effect of intimidation or tends to create an intimidating, hostile, or offensive educational environment.
- The superintendent shall direct the instruction of all students of their right to be free of sexual harassment and innuendo and shall encourage students to report any incident of sexual harassment to any teaching staff member.
- Any employee who receives such a report or who has independent cause to suspect that a student has been subjected to sexual harassment shall promptly notify the building principal, who shall immediately instigate an investigation of the matter and report his or her findings to the superintendent. An act of sexual harassment will be reported to the Division of Youth and Family Services for investigation by that agency.
- An employee who engages in the sexual harassment of a student will be subject to stringent discipline and may be terminated. A student who engages in the sexual harassment of another student will be subject to discipline.

## STUDENTS' RIGHTS TO PRIVACY

The Nutley School District recognizes that a student's right of privacy may not be violated by unreasonable search and seizure and directs that no student be searched without reason or in an unreasonable manner.

- Teachers and building administrators are charged with the responsibility of maintaining order and discipline in the schools of our district and of safeguarding the safety and well-being of the students in their care.
- In the discharge of that responsibility, the principal or his designee, **may search the person or property of a student, with or without the student's consent**, whenever there are **reasonable grounds** to suspect that the search will turn up evidence of a violation of law or of school rules or there is evidence of possible endangerment to the **safety** of other students. Such searches will be conducted in accordance with guidelines issued by the state Attorney General's "New Jersey School Search Policy Manual."
- Items which are not to be in school or in a student's possession, and that are in plain sight, may be confiscated by staff and not returned to students. Such contraband would include, but is not limited to, tobacco products, dangerous or hazardous items, and lighters or matches. Possession of such items may subject the student to disciplinary action. Law enforcement officials may be involved.
- Additionally, the Board acknowledges the need for in-school storage of student's possessions and shall provide storage places such as lockers for that purpose. Where lockers are provided for such storage, students may lock items against incursion by other students. In no storage place provided by the Board shall students have such an expectation of privacy as to prevent examination by the principal or his designee. School authorities and/or law enforcement officials may conduct random inspections of lockers.

## GENERAL POLICIES

### **ACCEPTABLE USE POLICY - INTERNET**

The Internet is a global computer network that offers a wealth of resources. Students can use the Internet to locate material to meet their educational needs, to ask questions, to consult with experts, and to connect to many of the world's best museums, libraries, and global news services. As information on the Internet appears, disappears, and changes, it is not possible to predict or control what students may locate or use. They might encounter information that is controversial and inappropriate.

The school staff does not permit nor condone the use of inappropriate material in school, regardless of format. Parents and guardians are, therefore, encouraged to discuss the use of the Internet as an information source with their child. To ensure that students will benefit from the school's Internet resources, all users are expected to adhere to Nutley High School's Acceptable Use Policy guidelines. This policy is available on our website and will be made available during the completion of the online forms.

### **CLUBS AND STUDENT ACTIVITIES (including Music)**

Experiences in the student activities program are designed to help meet the recreational, social, and leisure interests and needs of all students. This program is planned to develop desirable social attitudes in situations providing opportunity for individual, small group, and entire school participation. It provides ample opportunity for development of understanding and cooperation among groups within the student body. Under faculty guidance, students share responsibility for selecting, organizing, and evaluating the activities and outcomes. In all activities, the development of democratic leadership and cooperative attitudes is a major objective. Extensive opportunities are provided for this development.

The complete list of student activities is maintained on file in the vice principal's office. To view this list online, visit the [Clubs and Activities](#) link (in the left menu bar).

## **FIELD TRIPS**

Classes or small groups of students may take trips only when they can provide a chaperone. Parents'/Guardians' permission must be secured on forms provided for this purpose. The faculty will be notified if permission for the trip is granted. All Board of Education policies, including those regarding substance abuse, conduct, and harassment, will be in force.

## **FIRE DRILLS**

Fire drill instructions are posted in every classroom. The student is to become familiar with these instructions concerning the procedure from every location during the school day. Students are to move quickly and quietly as soon as the fire alarm sounds. Because the teacher is at all times responsible for the safety of the group, **it is required that each class remains together during the fire drill.** It is equally important that silence be maintained and that the drill proceeds in an orderly fashion. Be sure to comply with all school rules while out on a fire drill. The use of electronic devices is not permitted during drills (i.e. cell phones, iPods, etc.) Return to the school building and to class will be at the direction of an administrator. Again, it is imperative that each student follow the instructions of his/her teacher. Failure to adhere to teacher or administrative instruction will result in disciplinary action.

## **LOCKDOWN/EVACUATION/SECURE IN PLACE DRILLS**

The practice of State Mandated security procedures is taken seriously by the administration and staff of NHS. These procedures must be taken seriously by the student body. The student is to become familiar with each type of procedure and follow the instruction of the classroom teacher or room supervisor. Be sure to comply with all school rules while these procedures are in progress. The use of electronic devices is not permitted during drills (cell phones, iPods, etc.). Failure to adhere to teacher or administrative instruction will result in disciplinary action.

## **HOMEWORK**

The concept of homework practices is an important part of the educational process and helps in the development of good study habits. Study skills are necessary skills to be taught by teachers and reinforced at home. Homework serves to reinforce learning and gives students an additional opportunity to practice skills or to explore related subject matter. It must be an integral part of the curriculum and related to the educational goals of the district.

### **Purpose**

- Provide time for test preparation
- Provide for essential practice in skills
- Build work and study skills
- Provide enrichment of classroom experience
- Provide make-up for missed school instruction
- Develop effective independent work habits

### **Homework During Absences**

All class work and homework assignments missed due to absence **are to be made up** within a time period specified by the classroom teacher or administrator (typically 2 days per absence), unless there are extenuating circumstances.

- Homework shall be obtained from the School Counseling Office during periods of absence depending on the medical condition of the student. Parents may request homework after the student is out of school for three (3) consecutive days.
- Students given out-of-school suspension are entitled to homework. Contact the Attendance Office to arrange for pick-up of assignments.
- Upon returning to school, the student will be required by the teacher to make up any missed work and/or tests within a timely manner.
- The student is expected to show initiative in seeking out a teacher to determine what assignments were missed and when they are due.

## **IDENTIFICATION CARDS**

Identification cards with photo and bar code are provided to each student in Nutley High School in September. Students are required to wear the ID on a lanyard during the school day and as required at any school event. Failure to comply will result in disciplinary action. It is the student's responsibility to obtain a replacement ID from Joseph Photographers at a cost of \$10.00.

## **INSURANCE**

Student insurance protection coverage (optional plans) is approved by the Board of Education and made available to all pupils each September. This insurance covers all school activities except interscholastic athletics. (A Board of Education plan covers athletic participation in conjunction with the family's personal insurance.

## **LIBRARY MEDIA CENTER**

The Library-Media Center is open for the majority of the school day to serve students (please visit the library for more information). Students may use the center during study periods, lunch, and after school. Any student who violates the library services will face the withdrawal of the privilege.

- Students will not be admitted to the Library-Media Center after the ringing of the bell except by written permission of the study hall or classroom teacher, the exception being the student's lunch period.
- Students are not to leave the Library-Media Center during the period except by permission of a staff member.
- The Library-Media Center is a place for quiet reading and studying. Students coming to the center to work have chosen this option. All patrons in the center should be careful to keep the room as quiet as possible.
- If a student wishes to take a book out of the center, it is necessary to use the ID card.
- Each student is responsible for maintaining a good borrowing record. Materials will not be loaned to students with overdue books or unpaid fines.
- Students may not borrow materials using anyone else's card.
- All books must be returned on or before the due date. Reserved and overnight books may be taken from the center at 2:45 p.m. and must be returned before first period on the next school day.
- Fines – 10 cents a day including weekends and holidays.
- Fines that are not paid by the end of a marking period will result in a "hold on report card" which means students will not be able to view their report card in the portal.
- Library-Media Center computers may be used for research and educational purposes only.

## **LUNCH/CAFETERIA REGULATIONS**

- No seats are to be reserved in the cafeteria.
- No food is to be taken out of the cafeteria. Eating is only permitted in the cafeteria or other designated areas.
- Paper is to be deposited in trash cans. Recycling bins are available for glass, plastic, and aluminum. The throwing of food, paper, or other substances will not be tolerated.
- Staff will be on duty during the lunch period. Rules are to be obeyed, and insubordinate behavior will be reported to the administration.
- Students remaining for lunch are required to remain on the first floor but may visit teachers if so scheduled.

## **LOITERING**

Students are prohibited from congregating or loitering anywhere in the school, but particularly in the main hallway joining the wings. Repeat offenders are subject to administrative consequences.

## LOCKERS

Each student is assigned a locker, which must be kept clean, orderly, and locked at all times. Students will receive locker combination from their homeroom teacher on the first day of school. The serial numbers and combinations are on file in the Main Office. Students are cautioned not to give out locker combinations to anyone since the locker is to be used only by the individual to whom it is assigned.

### *Please note:*

- Students must use only the locker to which they are assigned. No exceptions.
- Students must supply their combination locks for their gym lockers.
- Lockers must be closed and **must not be left on pre-set.**
- **Combinations must not be given to other students.**
- Malfunctioning lockers must be reported to the Main Office immediately.
- Allowing others into your locker not only is a violation of the above school regulations but, more seriously, **sacrifices your own security.** Protect your valuables!
- We strongly recommend that valuables frequently left in lockers (i.e. coats, jackets, calculators, backpacks, etc.) be marked in an inconspicuous place so that identification (if need be) is swift and undeniably accurate.
- Physical Education lockers **must also be locked** and all valuables secured!
- Any student found tampering with or vandalizing a locker will be subject to disciplinary action.

**Lockers are supplied as a convenience to students. School officials, however, reserve the right to inspect student lockers for contraband. Students should expect that their lockers may be opened for inspection.**

## SEARCH AND SEIZURE

**NOTE: Lockers are school property and, therefore, subject to search by school administration at any time.**

1. Searches conducted of students' possessions, lockers or vehicles must be warranted by "**reasonable suspicion**" in compliance with standards established in *US vs. TLO*.
2. These searches shall include the following guidelines:
  - "Reasonable suspicion" shall mean suspicion based on statements of concern by staff or students, and physical condition and behavior of a suspicious nature, which indicates possible substance use or possession, and/or weapons possession or contraband.
  - Searches of a "cursory" nature may be conducted, including a visual inspection and request that students empty pockets, purses and other belongings.
  - Students refusing to cooperate in "searches" will have their parent/guardian contacted immediately to inform them of the student's refusal to cooperate, stressing possible police involvement in the incident.

## PARKING

Nutley High School does not offer parking facilities for student parking. No student may park on Booth Drive or in a school parking lot during school hours. Municipal parking permits are available at the Town Hall for those students who choose to drive to school.

## PROTECTION OF PERSONAL PROPERTY

Personal property is the student's responsibility. Nutley High School is not responsible for any lost or stolen property. Large sums of money, expensive pens, watches, jewelry, and electronic devices should be left at home. If you lose an article, check to see if it has been turned in to the main office.

## SECURITY VIDEO SURVEILLANCE

During your days at Nutley High School, expect to be under video security surveillance once you enter school grounds. Cameras circumnavigate the entire building/grounds and are at key positions inside the building itself. Not only are you on camera often during the day, but you are also recorded for playback as the need arises. If necessary, in an extreme case, be aware we could use this video as evidence in a court of law. Our objective is simply to run a safe school in a safe environment.

## **TRANSFERS AND WITHDRAWAL FROM SCHOOL**

Students who withdraw and transfer from Nutley High School must complete the proper forms. All books belonging to the high school must be returned to the subject teacher, and all fines must be paid. Students must be sure that all records with Nutley High School are clear so that there will be no delay in sending their credits to another school. **Please call the Registration Office for an appointment – 973-320-8494.**

## **VISITORS**

Visitors must obtain a pass from the Main Office. For security reasons, visitors will not be released until the availability of the staff person to be seen is confirmed. No visitor is authorized to be anywhere in the building without a pass. **Students are not to open any door for strangers, but should direct them to use the New Street entrance and report to the main office.**

Trespassers on school property or within the school building will be charged under the law. Suspended students are not allowed on school grounds without expressed permission of the administration or accompanied by a parent.

**Please note: Former students of Nutley High School, and those no longer enrolled here, are not to visit during the school day. “Looking around” or “visiting” is not acceptable when school is in session.**

## **WORKING PAPERS**

Working papers are available through the Nurse’s Office until the close of school. If you need working papers during the summer, please visit the School Counseling Department between 8:00 a.m. and 3:00 p.m. A recent physical exam and proof of age are required to have working papers completed.

## **SCHOOL COUNSELING DEPARTMENT**

Please click on the Program of Studies link below to view information regarding the Guidance Department (see Table of Contents on page 4):

[Program of Studies](#)

## **PUPIL RECORDS**

Parents/guardians and adult pupils are advised that they have the right to review pupil records in accordance with N.J.S.A. 18A:36-19; New Jersey Administrative Code: Title 6, Education, Sub-Title A, Chapter 3, and the Nutley Board of Education Policy Manual. Such requests must be directed to the building principal for prior approval.

## **INTERSCHOLASTIC ATHLETICS**

The Board of Education recognizes that the primary responsibility of the school system is to educate all students to the maximum levels possible. Although the academic program has first priority, student activities are an important part of the total learning experience. The Board of Education, therefore, has an obligation to provide an opportunity for students to participate in a full range of activities, while ensuring that the student's academic progress is sufficient to support this participation.

Any student who wishes to compete in interscholastic sports must meet the minimum credit requirements established by the New Jersey Interscholastic Athletic Association (NJSIAA). Eligibility for activities will be determined on a semester-by-semester basis. A student must have passed 30 credits in the previous year to be eligible for participation in activities offered in the fall and/or winter. Students who have not attained the required 30 credits at the end of the regular school year may attend an approved summer program in order to gain credits for fall/winter eligibility. To be eligible for activities offered in the spring a student must be passing



15 credits at the conclusion of the first and second marking periods (including the mid-term exam). For full year courses, one half of the full year's credit is allocated to the first semester.

Nutley High sponsors many interscholastic sports activities and competes interscholastically in the S.E.C. (Super Essex Conference). The athletic program is organized and carried on under the rules, regulations, and recommendations of the New Jersey State Interscholastic Athletic Association by the high school administration.

If you are interested in participating in interscholastic sports, contact Mr. Piro, Athletic Director, in the High School Athletic Office, at 973-661-8850. For more information on Nutley High School athletics, visit <http://www.nutleyschools.org/home/nhs/sports/sports.htm>

Nutley High School offers the following sports:

<b>SPORT</b>	<b>FRESHMAN TEAM</b>	<b>SOPHOMORE TEAM</b>	<b>JUNIOR VARSITY TEAM</b>	<b>VARSITY TEAM</b>
Football (Boys)	X		X	X
Cross Country (Coed)			X	X
Tennis (Boys)			X	X
Tennis (Girls)			X	X
Soccer (Boys)	X		X	X
Soccer (Girls)			X	X
Basketball (Boys)	X		X	X
Basketball (Girls)	X		X	X
Bowling (Coed)			X	X
Wrestling			X	X
Baseball (Boys)	X		X	X
Crew (Boys)	X		X	X
Crew (Girls)	X		X	X
Golf (Coed)			X	X
Softball (Girls)	X		X	X
Track (Boys)	X		X	X
Track (Girls)	X		X	X
Volleyball (Girls)	X		X	X
Winter Track (Coed)			X	X
Lacrosse (Boys)	X		X	X
Ice Hockey (Coed)				X
Cheerleading (Girls)				X
Swimming	Individual----	-----	-----	-----
Gymnastics	Individual----	-----	-----	-----
Fencing	Individual----	-----	-----	-----

## **ATHLETIC ELIGIBILITY**

Students must:

- Conform to N.J.S.I.A.A. and S.E.C. Rules
- Pass a physical examination
- Submit parental permission form
- Pay to Participate
- Complete and submit random drug testing Consent to Test Form. For information on the Governor's Random Drug Testing mandate, visit:  
<http://www.njsiaa.org/NJSIAA/06steroidmemo.pdf>
- Meet residency requirements; non-residents are ineligible

## STUDENT SERVICES

### **RIGHTS AND RESPONSIBILITIES OF STUDENTS (TITLE IX)**

#### **What is Title IX?**

Title IX is a federal law, which prohibits schools from discriminating on the basis of sex. It means that your school cannot treat young men and women differently just because of their sex.

#### **What are my rights and responsibilities?**

Your responsibility as a student in the school community is to assist school officials who are committed to providing equal educational programs for students.

Title IX is broken down into five areas. These five areas affect you as a student and are identified as follows:

1. The right to take any class you wish
2. The right to co-education classes
3. The right to equal counseling and placement services
4. The right to be treated equally
5. The right to participate fully in athletics, intramural programs, and club activities

### **NON-DISCRIMINATION**

It is the policy of the Nutley Board of Education not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status in its educational programs or activities and employment policies as required by Title IX of the Education Amendments of 1972 and N.J.A.C. 6:4-1.1 et seq. Inquiries regarding compliance may be directed to the school district's Affirmative Action officer.

### **AFFIRMATIVE ACTION PROGRAM**

A committee of teachers, administrators, and students serves for the purpose of implementing the Affirmative Action Program. Its policy is **to provide equal educational opportunity**. Inquiries or concerns of this nature may be directed to the committee through the office of the principal.

### **SECTION 504 – REHABILITATION ACT OF 1973**

In accordance with Section 504 of the Rehabilitation Act of 1973, students who meet eligibility requirements and are not receiving special educational services will be provided services. Section 504 services are provided for students who have a physical or mental impairment that limits one or more major life activities. Parents, students, and teachers are advised to report concerns to the Assistant Superintendent, in the Administration Building, who also serves as the coordinator for implementation of Section 504.

### **HEALTH SERVICES**

The health office is located in the main office area corridor. The school nurse is available for any student who feels ill or is injured during the school day. The student should report to his/her classroom teacher and then be dismissed to the nurse's office with a hall pass. The health office nurse works closely with the Child Study Team to whom students with special problems may be referred.

- The school nurse works closely with the child study team to whom students with special problems may be referred.
- The school nurse is on permanent staff.
- School health services include vision, hearing, scoliosis, height, weight and blood pressure screenings.
- School nurses on duty during class hours provide first aid. The school is responsible only for immediate first aid.
- In order that we conform to the wishes of parents, emergency cards should be filled out for each student and returned to the nurse's office for use in emergency situations. Cards should be submitted to the health office the first week of school in September.

- Medications-students who need medication during the school day must bring the medication that is due to be taken during school hours to the nurse's office on arrival to school. All medication must be in the original labeled container, accompanied by written direction from the physician, and a note from parent or guardian specifically requesting that the medication be taken during the school day. Medication will be kept in the nurse's office for dispensing at the proper time.
- Physical examinations are required for all new students entering Nutley High School unless they can provide proof of a physical done within 365 days of entry. The district strongly recommends that all freshmen and juniors obtain physicals. They should return the completed health card to the Nurse's Office upon completion of the physical.
- Communicable Diseases - Under no circumstances is a student allowed to re-enter school after recovering from a communicable disease without reporting to the nurse and obtaining an appropriate admittance slip.

**All students who are feeling ill should report to the Nurse's Office. Calls to parents informing them of the student's illness will take place there. Calls should not be made anywhere else from the school regarding a sick student.**

### **STUDENT HEALTH RELATED POLICIES AND PROCEDURES PHYSICAL EXAMINATIONS**

The Nutley Board of Education in compliance with New Jersey Administrative Code has determined that each student shall present with a copy of a physical exam upon entry into the school district. This physical examination must state what, if any, modifications are required for full participation in the school program. This medical examination must be completed at the student's medical home. It is very important for the student to receive a physical exam at least once during each developmental stage. The stages are as follows:

- Early Childhood: (pre-school through Grade 3)
- Pre-adolescence: (grades 4-6)
- Adolescence: (grades 7-12)

### **HEALTH PASS FOR ILLNESS**

In case of illness during the school day, request a health pass from the classroom teacher. No student is allowed in the health office without a pass. Students must sign in upon arrival. In an extreme emergency, a student should report to the office. Under no circumstances should a student leave the building unless excused by the office or the nurse and signed out by a parent/guardian. Any accident occurring in the classroom or building must be immediately reported to the nearest teacher, to the nurse, and the administration.

### **PRESCRIPTION MEDICATION**

There will be times when a student will be required to take medication that has been prescribed by a physician during school hours. If this is necessary, this medication will be administered under the supervision of the school nurse and kept in the nurse's office. All medication will be in the original containers as dispensed by a registered pharmacist. A request from the student's doctor and parents will be required in such cases. The school nurse cannot and will not administer medication without written physician's orders. The school nurse can only supervise at the time the medication is taken with permission from the school doctor. A permission form for parents to sign is available from the school nurse.

### **IMMUNIZATION REQUIREMENTS**

Effective September 2004, any student enrolled in Nutley Schools must have the **Hepatitis B** vaccination series or they will be prohibited from starting school. All student records must be updated in the nurse's office to reflect proper immunization.

- Students must complete the emergency card that is provided the first day of school.
- Physical examinations are recommended on a yearly basis.

## **MEDICAL EXCUSES FROM PHYSICAL EDUCATION**

- Gym excuses require a note from a physician.
- A parent may excuse his/her child from physical education on a one-time basis if this request is accompanied by a note from that parent.
- Long-term medical excuses from physical education must be provided from a physician with appropriate documentation and end date.
- Open-ended gym excuses will not be accepted. Students will be placed in a study hall for any physical education excuse that exceeds 2 weeks or at the request of the physical education teacher.

## **SPECIAL SERVICES**

### **CLASSIFIED STUDENTS**

Individualized educational placement opportunities are available in Nutley High School as prescribed in a student's IEP and may include:

- General Education with Modifications
- In-Class Support
- Study Skills
- Resource Replacement
- Speech
- Self-Contained and Language Learning Disabilities (LLD)

### **CHILD STUDY TEAM SERVICE**

The Department of Special Services provides services for identified students ages three through twenty-one. Students with disabilities who are in need of special education and related services are identified and evaluated as per N.J.A.C. 6A:14. The Child Study Team is comprised of a school psychologist, learning disabilities consultant, school social worker, and/or speech pathologist. The Child Study Team works collaboratively with school personnel and parents to evaluate students in need and provide supports as deemed appropriate in the least restrictive environment. Please contact the Department of Special Services if you have further questions regarding referral and identification at (973) 661-8814.

## **INTERVENTION AND REFERRAL SERVICES (I&RS)**

All Nutley schools provide services for identification and early intervention with students having academic, behavioral, or other problems, which may interfere with a successful school experience. In some instances, parents/guardians may know of conditions at home which, while not currently affecting school performance, present a risk factor requiring assistance. Each school has a school resource committee, which includes teachers, administrators, and counselors who review and plan strategies to assist students in "maximizing their potential." Please contact your student's counselor for more information

## **STUDENT ASSISTANCE COORDINATOR**

The Student Assistance Program is designed to identify and help students and their families who may be experiencing problems affecting their personal lives and academic performance. The Student Assistance Coordinator (SAC) will address many different issues including substance abuse, conflict resolution, family problems, divorce, legal concerns, mental health, truancy/chronic school failure, bereavement, and crisis intervention. The SAC will provide intervention, support services, and referrals to appropriate community agencies, counselors, and/or treatment programs as necessary.

Teachers, administrators, school counselors, the judicial system, and parents can make referrals to the SAC. Students may also refer themselves or friends. Mandatory referrals are made only when a student violates the school's substance abuse policy. Referrals made to the SAC and subsequent information gathered is kept *confidential* under federal confidentiality regulations (42 CFR). The SAC serves on both the Intervention and Referral Services (I&RS) team and the Child Study Team. Information shared within these team meetings is also protected under confidentiality regulations. The goal of the Student Assistance program is to help students in understanding themselves as self-respecting human beings while encouraging them to accept responsibility for their own actions.

### **HOMEBOUND INSTRUCTION POLICY**

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

1. The student is mandated by State law and rule for placement in an alternative education program for violations of NJAC 6A: 16-5.5 and 5.6 but placement is not immediately available;
2. The student is placed on short-term or long-term suspension from participation in the general education program pursuant to NJAC 6A:16-7.2 and 7.3; or
3. A court order requires that the student receive instructional services in the home or other out-of-school setting.

The procedures for requesting home or out-of-school instruction for students with a temporary or chronic health condition are as follows:

1. The parent shall submit a request to the school district that includes a physician's certificate documenting the diagnosis and projected need for confinement at the student's residence or other treatment setting for 10 consecutive school days or more during the school year.
  - a. The Homebound Request Form may be obtained in the Main Office and must be returned to the Main Office with copies forwarded to the building principal or his designee.
  - b. Upon receipt of the Homebound Request Form, parents will be given a letter explaining Homebound Instruction.
2. The school district shall forward the written determination to the school physician, who shall verify the need for home instruction. The school physician may contact the student's physician to secure additional information concerning the student's diagnosis or need for treatment and shall either verify the need for home instruction or shall provide reasons for denial to the district board of education. The school physician reserves the right to request an evaluation by a specialist at the parent's expense.
3. The school district shall notify the parent concerning the school physician's verification or reasons for denial within five school days after receipt of the written determination by the student's physician.
4. The school district shall provide instructional services within five school days after receipt of the school physician's verification or, if verification is approved prior to the student's confinement, instruction will commence during the first week of the student's confinement to the home or out-of-school setting. If the school physician denies homebound instruction and the parent has been notified, absences will be cumulative and unexcused from that day forward.

5. Students may be placed on homebound through administration for reasons other than a temporary or chronic health condition (i.e. students in need of an alternative educational setting or suspended students).

Administration may not require physician's documentation to refer students for homebound instruction.

The school district shall be responsible for the costs of providing instruction in the home or out-of-school setting either directly or through contract with another district board of education, educational services commission, jointure commission, or approved clinic or agency pursuant to NJAC 6A:14 for all K-12 students who reside in the town of Nutley and are enrolled in the public school program.

**The home or out-of-school instruction shall meet the following minimum standards:**

When the referral procedure has been completed and approved, the school district shall establish a written plan for the delivery of instruction and maintain a record of delivery of instructional services and student progress.

1. For a regular education student whose projected confinement will exceed 30 consecutive calendar days, the district shall develop an Individualized Program Plan (IPP) for delivery of instruction and maintain a record of instructional services and student progress.
  - This IPP shall be developed within 30 calendar days after placement on home instruction.
  - For a student on short-term suspension (10 days or fewer) for the general education program pursuant to NJAC 6A:16-7.2, development of an IPP is not required.
2. Teachers providing instruction shall be certified and when possible, certified in the subject, grade level and special needs of the student pursuant to NJAC 6A:9, Professional Licensure and Standards.
  - **A substitute teacher certification shall not be sufficient to meet the requirements of home or out-of-school instruction.**
3. For students with a **temporary or chronic health condition**, the homebound instructor shall provide one-on-one instruction for no fewer than **five hours per week on three separate days of the week** and, if the student is physically able, no fewer than **five hours per week of additional guided learning experiences** that may include the use of technology to provide audio and visual connections to the student's classroom (i.e. thematic reinforcements).
4. For students on homebound instruction **for reasons other than a temporary or chronic health condition**, the instructor shall provide one-on-one instruction no fewer than **10 hours per week** on three separate days of the week and no fewer than 10 hours per week of additional guided learning experiences that may include the use of technology to provide audio and visual connections to the student's classroom.
5. If home instruction is provided to students in a small group rather than through one-on-one instruction, the minimum number of hours of instruction per week for the group shall be determined by multiplying the number of students in the group by five hours for students with a temporary or chronic health condition. For students on home instruction for reasons other than a temporary or chronic health condition, direct instruction shall be provided for no fewer than 20 hours per week. The hours of instruction shall be provided on no fewer than three separate days during the week and the student to teacher ratio shall not exceed 10:1.
6. For a special education student, the home instruction shall be consistent with the student's Individualized Education Plan (IEP) to the extent appropriate.
7. In cases of both regular education and special education, home instruction shall meet the Core Curriculum Content Standards pursuant to NJAC 6A:8, Standards and Assessment, and the requirements of the district Board of Education for promotion at that grade level.

8. If the instruction is delivered in the student's home, a parent or other adult 21 years of age or older who has been designated by the parent shall be present during all periods of home instruction.
9. If the instruction is delivered at a pre-arranged off premise site, the parent is responsible for the timely transportation of their child. The homebound instructor will not be responsible for the student during transportation delays.
10. Students attending school part-time or full-time are ineligible for home instruction services.
11. Students on homebound instruction are ineligible to participate in extra-curricular activities or a school-based work-study program. If a chronic or temporary health condition is verified to demonstrate limited mental or physical capabilities, the student should not be allowed to work while receiving homebound instruction services.
12. Refusal or failure by a parent to participate in the development and revision of the student's IEP as required or to be present in the home as required in this subchapter may be deemed a violation of compulsory education laws, pursuant to NJSA 18A:38-25 through 31, and child neglect laws, pursuant to NJSA 9:6-1 et seq.
13. Refusal or failure by a parent or student to comply with the procedures set forth in this policy will result in suspension of homebound instruction and case review by administration including the Director of Special Services, principal, and I&RS chairperson.
14. When provision of home instruction will exceed 60 calendar days, the school physician shall refer the student to the child study team for evaluation according to requirements NJAC 6A:14.

**The preceding are excerpts from the Board of Education's recently-revised policy and procedure on homebound instruction. This is an informational overview and is not intended as full text. For interpretation of the policy and procedures, contact School Counseling Department.**