

***Newton High School***

***44 Ryerson Avenue***

***Newton, NJ 07860***

***973-383-7573***

***Student/Parent Handbook***

***2020-2021***



**BOARD of EDUCATION**

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Michelle Herring, Counselor

Theresa Hough, Counselor

Lisa Bechtel, Student Assistance Counselor

Jill Aquino, School Nurse

**Affirmative Action/504**

It is the policy of the Newton Public School District not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, handicapping condition, age, or social or economic status in its educational programs or activities and employment policies as required by Title IX of the Educational Amendments of 1972 and N.J.A.C. 6:4-1.1 et seq. and Section 504. Title IX inquiries and issues related to harassment, etc. may be directed to Samantha Castro, Affirmative Action Officer: 973-383-7573. Section 504 inquiries may be directed to Mrs. Jennifer Pasquali, 504 Coordinator: 973-383-7440.

The Integrated Pest Management Policy, Plan and Annual Notice can be viewed on the Board of Education website @ [Newtonnj.org](http://Newtonnj.org)

**NEWTON SCHOOL DISTRICT  
PUBLIC NOTICE**

PLEASE TAKE NOTICE the following meeting schedule has been set for the Newton Board of Education for the 2020-2021 school year:  
District Office Business Hours: Monday - Friday 8:00 am - 4:00 pm  
Check district calendar for dates and times

Meetings will be held at 7:00pm in the Board Office, 57 Trinity Street, Newton, New Jersey

<b>2020-2021 Meeting Dates</b>			
	<b>First Meeting</b>	<b>Second Meeting</b>	<b>Combined Meeting</b>
<b>July</b>			<b>Tuesday 28<sup>th</sup></b>
<b>August</b>			<b>Tuesday 25<sup>th</sup></b>
<b>September</b>	<b>Tuesday 8<sup>th</sup></b>	<b>Tuesday 22<sup>nd</sup></b>	
<b>October</b>			<b>Tuesday 27<sup>th</sup></b>
<b>November</b>	<b>Tuesday 10<sup>th</sup></b>	<b>Tuesday 24<sup>th</sup></b>	
<b>December</b>			<b>Tuesday 22<sup>nd</sup></b>
<b>January</b>	<b>T.B.D.</b>	<b>T.B.D.</b>	
<b>February</b>			<b>T.B.D.</b>
<b>March</b>	<b>T.B.D.</b>	<b>T.B.D.</b>	
<b>April</b>			<b>T.B.D.</b>
<b>May</b>	<b>T.B.D.</b>	<b>T.B.D.</b>	
<b>June</b>	<b>T.B.D.</b>	<b>T.B.D.</b>	

Any Special Meeting deemed necessary by the Board of Education will be noticed individually and according to law.

Donna Snyder-DeVita  
Interim School Business Administrator/Board Secretary  
57 Trinity Street,  
Newton, NJ 07860

Posted at the Newton Municipal Building, Newton Board Office, Newton High School, Halsted Middle School, & Merriam Avenue School; notice also sent to The NJ Herald and The Star Ledger.



The following is a list of staff members, along with email and voicemail extensions.

**TEACHERS**

<b>Last Name, First Name</b>	<b>Department</b>	<b>email</b>	<b>voicemail</b>
Adam, Kate	World Language	kadam@newtonnj.org	3314
Bollette, Eric	Social Studies	ebollette@newtonnj.org	3291
Bruno, Erica	Math	ebruno@newtonnj.org	3304
Choma, Jack	Special Education	jchoma@newtonnj.org	3545
Clark, Jesse	Biology	jclark@newtonnj.org	3501
Clawson, Julie	English	jclawson@newtonnj.org	3999
Cuozzo, Alexa	Art	acuozzo@newtonnj.org	3540
DaSilva, JoAnn	Social Studies	jdasilva@newtonnj.org	3238
Eder, Tatiana	21st Century & Life Careers	teder@newtonnj.org	3547
Feeney, Brenn	English	bfeeney@newtonnj.org	3495
Filan, Paul	Social Studies	pfilan@newtonnj.org	3279
Fusco, Elizabeth	Special Education	efusco@newtonnj.org	3275
Gaal, Ella	Science	egaal@newtonnj.org	3318
Gilchrist, Denise	Math	dgilchrist@newtonnj.org	3581
Gilmore, Cynthia	21 <sup>st</sup> Century Life & Careers	cgilmore@newtonnj.org	3286
Grifone, Michael	Special Education	mgrifone@newtonnj.org	3266
Gvoth, Kelly	Mathematics	kgvoth@newtonnj.org	3300
Hathaway, Alexandra	Math	ahathaway@newtonnj.org	3317
Hauser, Kristen	English	khauser@newtonnj.org	3261
Hofmann, James	Technology	jhofmann@newtonnj.org	3519
Iliff, Andy	Math	ailiff@newtonnj.org	3491
Jacobellis, Jessica	Health/Physical Education	jpguth@newtonnj.org	3308
Kozlowski, Neil	Math	nkozlowski@newtonnj.org	3543
Krol, Patricia	Art	pkrol@newtonnj.org	3510
Kurelja, Robyn	Special Education	rkurelja@newtonnj.org	3315
LaForge, Yvonne	Science	ylaforge@newtonnj.org	3505
Langschultz, Lisa	Social Studies	llangschultz@newtonnj.org	3287
Leone, Kathleen	World Languages	kleone@newtonnj.org	3249
Maniago, Ana	World Languages	amaniago@newtonnj.org	3295
Marmara, Erin	Media/Library	emarmara@newtonnj.org	3239
McCarney, Shannon	Business	smccarney@newtonnj.org	3307
Monaghan, Betty	Science	bmonaghan@newtonnj.org	3522
Moretz, Joanne	Social Studies	jmoretz@newtonnj.org	3325
Morris, Andrew	21st Century Life & Careers	amorris@newtonnj.org	3546
Mull, Jake	Science	jmull@newtonnj.org	3504
Muller, Michael	Health/Physical Education	mmuller@newtonnj.org	3321
O'Toole, Stephen	Instrumental Music	sotoole@newtonnj.org	3234
Pakutka, Curt	Health/Physical Education	cpakutka@newtonnj.org	3600
Parker, Glen	Special Education	gparker@newtonnj.org	3123

Parzero, Matthew	Health/PE	mparzero@newtonnj.org	3248
Perez, Karen	Science	kperez@newtonnj.org	3513
Rabbitt, Jim	Social Studies	jrabbitt@newtonnj.org	3310
Rimassa, Emily	Health/Physical Education	erimassa@newtonnj.org	3324
Rivera, Rose	Special Education	rseryapov@newtonnj.org	3360
Rueda, German	World Languages	gruedabaquero@newtonnj.org	3327
Runske, Steve	English	srunske@newtonnj.org	3312
Scullin, Brendan	Social Studies	bscullin@newtonnj.org	3278
Seely-Nelson, Karen	English	kseely-nelson@newtonnj.org	3313
Selimi, Auriela	English	aselimi@newtonnj.org	3291
Seryapov, Ilya	Technology	iseryapov@newtonnj.org	3283
Staerker, Kim	Special Education	kstaerker@newtonnj.org	3332
Steele, Bambi	Health/Physical Education	bsteele@newtonnj.org	3323
Sumowski, Deborah	Special Education	dsumowski@newtonnj.org	3264
Tashjian, Ashley	English	atashjian@newtonnj.org	3506
Torppey, Leesha	Math	ltorppey@newtonnj.org	3256
Wannemacher, Christopher	Science	cwannemacher@newtonnj.org	3502
Yeager, John	Math	jyeager@newtonnj.org	3319
Yetter, Courtney	Science	cyetter@newtonnj.org	3289
Zuroff, Pete	Math	pzuroff@newtonnj.org	3352
Zwarych, Susanna	World Languages	szwarych@newtonnj.org	3326

#### **GUIDANCE**

##### **Last Name, First Name**

		<b>email</b>	<b>voicemail</b>
Aquino, Jill	Nurse	jaquino@newtonnj.org	3231
Augello, Dana	Administrative Assistant	daugello@newtonnj.org	3226
Bechtel, Lisa	Student Assistance Counselor	lbechtel@newtonnj.org	3271
Casamassina, Lisa	Counselor	lcasamassina@newtonnj.org	3228
Herring, Michelle	Counselor	mherring@newtonnj.org	3225
Hough, Theresa	Counselor	though@newtonnj.org	3229
Kucz, Jessica	Director of Student Services	jkucz@newtonnj.org	3277

**MAIN OFFICE****Last Name, First Name**

Castro, Samantha  
 Huber, Lisa  
 Vealey, Karen  
 Waldron, Jeff  
 Zvirblis, Carolee

Assistant Principal  
 Administrative Assistant  
 Administrative Assistant  
 Principal  
 Administrative Assistant

**email**

scastro@newtonnj.org  
 lhuber@newtonnj.org  
 kvealey@newtonnj.org  
 jwaldron@newtonnj.org  
 czvirblis@newtonnj.org

**voicemail**

3224  
 3221  
 3222  
 3223  
 3220

**SECURITY****Last Name, First Name**

Fitzgerald, Kevin  
 Rabbitt, Kevin

Security Monitor  
 Security Monitor

**email**

kfitzgerald@newtonnj.org  
 krabbitt@newtonnj.org

**ATHLETICS****Last Name, First Name**

Hashway, Ryan  
 VanLuvender, Richelle

Assistant Principal/Athletic Director  
 Administrative Assistant

**email**

rhashway@newtonnj.org  
 rvanluvender@newtonnj.org

**voicemail**

3253  
 3254

**CHILD STUDY TEAM****Last Name, First Name**

Nack, Matt  
 Thibault, Karen

School Psychologist  
 School Social Worker

**email**

mnack@newtonnj.org  
 kthibault@newtonnj.org

**voicemail**

3282  
 3280

**TEACHER ASSISTANTS**

Bahoosh, Ed  
 Biasi, Cindy  
 Brunelle, Carla  
 DeNoia, Theresa  
 Eigner, Diana  
 Garrigan, Kathy  
 Gomez, Lelia  
 Kane, Tara  
 Licata, Mary  
 Molina, Vilma  
 Peragino, Yolanda  
 Schwartz, Debi  
 Sibblies, Ted

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## MISSION STATEMENT

The mission of the Newton Public Schools is to educate the whole child.

We believe today's students will become tomorrow's leaders. Therefore, it is our expectation that all students shall achieve the New Jersey Student Learning Standards at all grade levels, and graduate ready for college, careers, and life.

We believe success is an unlimited commodity, and every child can be successful. Therefore, we focus all that we do on student learning, whether that comes through academics, athletics, the arts, student activities, or community service.

We believe in the power of diversity. Therefore, we look to identify the unique talents of our students and help them to build those talents into strengths by expanding their knowledge and skills.

We believe in the power of diversity. Therefore, we look to identify the unique talents of our students and help them to build those talents into strengths by expanding their knowledge and skills.

We believe in the value of care. Therefore, we put trust, respect, and support at the heart of our school culture, and safety, security, and sustainability at the center of our physical environment.

We believe parents, teachers, support staff, and citizens must partner in order to help children achieve their highest potential. Therefore, we organize ourselves as community schools to ensure we allocate sufficient resources to the social, emotional, and physical well-being of our students as well as to their academic achievement.

## NEWTON HIGH SCHOOL EDUCATIONAL GOALS

As a result of their experiences in Newton High School:

Students will correctly and confidently use the English language.

Students will demonstrate literacy in reading, writing, and mathematics.

Students will demonstrate a responsible attitude toward the environment.

Students will be provided with the techniques, strategies, and activities essential to the development of creative and critical thinking.

Students will be provided with an environment that fosters responsible attitudes toward self-discipline, self-worth, citizenship, and independence.

Students will be able to choose a variety of courses/activities to enhance experiences, expand perspectives and become aware of career options.

Students will have an opportunity to become aware of the cultural heritage of diverse people.

Students will be provided with counseling, information, and assistance in forming post-secondary plans.

Students will be provided with an education coordinated with that which is offered in the elementary schools.

## ACADEMICS/GUIDANCE and SPECIAL SERVICES

### Academic Program

It is recommended that students select a challenging academic program. Post-secondary schools place a great deal of emphasis on a rigorous high school academic schedule. Students planning to attend some form of a post-secondary program will have completed the following as part of their high school program.

- Four years of English
- Four years of Mathematics
- Three years of Social Studies
- Four years of Science
- Two (preferably three) years of the same Foreign Language
- One-half year of Financial Literacy or Economics
- Study in elective areas of interest (e.g., Agricultural Technology, Computer Technology, Consumer & Family Sciences, Vocal/Instrumental Music, Art).
- Students must schedule at least seven classes for two of their four years of enrollment. However, all students are encouraged to schedule beyond the minimum requirements to avoid future credit deficits.

### Code of Ethics

The Newton High School Code of Ethics has been established to serve as a guide for moral and ethical decision making throughout the learning process. The expectation is that students and staff will abide by this policy at all times, in all classes, and for all coursework.

#### Rationale

- We believe the ability to research and write effectively, correctly, and honestly is a key component of an individual's academic and professional development.
- We want the NHS learning community to respect the ideas and intellectual property of others, to understand correct research methodology, and to appreciate quality scholarship.
- We believe cheating and plagiarism is not only ethically unacceptable, but also prevents students from developing critical thinking and writing skills.
- We understand 21st Century learners have easy access to information resources. Students and staff must understand the parameters of ethical scholarship and exercise discretion when utilizing those resources. The consequences of improper use of information can be significant.

### Cheating - Plagiarism: [Policy 5701](#)

All forms of cheating, including but not limited to copying or giving of assignments, quizzes, tests and/or examination answers, the giving of assignments to others contrary to the direction of the teacher, the giving of quiz, test or examination answers to others, pilfering, or intent to pilfer a quiz, test or examination, etc. In essence, all activities which do not reflect the student's own work are not condoned at Newton High School. Appropriate actions will be taken to deter such occurrences. Each incident of cheating or attempting to cheat will be subject to disciplinary action and this includes all online courses offered through Newton High School.

#### The following consequences will apply when violations occur:

- The teacher will confer with the student if suspicion of a violation arises.
- The teacher will refer the incident to the Assistant Principal who will determine the appropriate consequences.

- The student will receive a “0” for the assignment, quiz, test, or examination. The student’s violation may impact Club and Honor Society membership.
- The student’s parent/guardian will be notified of the incident.
- A conference between parent/guardian, student, teacher, Assistant Principal, and guidance counselor will be scheduled so that by mutual efforts the likelihood of a recurrence will be reduced.

The particular form of cheating known as plagiarism is the premeditated and informed presentation of another’s ideas, works, or products as one’s own, without accurate citation of the source. Incidents of plagiarism shall be processed in the same way as other forms of cheating as indicated above, but shall always be considered a Level Two or Level Three form of offense (Code of Conduct Policy No. 5600, p.28). Student appeals of charges of plagiarism shall be handled through the Student Grievance Procedure (p.20)

### High School Record

Beginning freshman year at Newton High School and ending with the completion of senior year, a record of academic status is maintained in a cumulative file in the Counseling Services Office. This information is referred to as an official transcript. A transcript, which is a historical record of all academic endeavors attempted while registered at Newton High School, along with letters of recommendation from teachers, counselors, etc., will be forwarded to schools or colleges where you seek admission, potential employers, or the armed services.

**Specific data contained on your transcript includes the following:**

- Name, address, date of birth, date of graduation, and other identifying data.
- Final grades in courses attempted and number of credits you have earned (Honors and AP courses are so designated).
- Unofficial standardized test scores (SAT, SAT II, ACT, etc.) Official scores are submitted directly to colleges and universities by the student.
- Class rank and GPA.
- Notation of the school's grading scale.

### Graduation Requirements: [Policy 5460](#)

Newton High School is accredited by the New Jersey Department of Education. In order to foster an academic climate and provide appropriately for the personal, social, physical, and educational development of our students, the following graduation requirements have been established. The successful completion of a minimum of 130 credits including the following required courses:

- Four years of English
- Four years of Physical Education
- Three years of Mathematics including Algebra I, Plane Geometry and Algebra II or content equivalent
- Three years of Social Studies including World History, US History I and II
- Three years of Science, including Environmental Science, Biology, and a third year of lab-based science (i.e. Chemistry, Physics, Forensic Science)
- One year of a World Language. Two or three years are recommended for college-bound students.
- One year of a 21<sup>st</sup> Century Life and Careers elective
- One year of a Visual and Performing Arts elective
- One semester of a Financial Literacy Course

### Counseling Services - Guidance Department

The Counseling Services Department is available to assist in personal problem-solving and academic decision making during all 4-years at Newton High School. It is the goal of the Counseling Services Department to help each student become increasingly self-directive and capable of making informed decisions regarding his/her advancement through high school and beyond. The counselors will give knowledgeable advice each year regarding course selections and help with scheduling each spring for the upcoming school year. Additionally, a counselor is available to help with academic difficulties in the classroom. College admissions

officers, technical school representatives, and armed services recruiters visit the high school frequently. All students are encouraged to meet with these representatives to gather information regarding future career/college plans. Counselors meet with students to keep them aware of admissions and training requirements pertaining to post-high school education. Counselors meet individually with juniors to discuss college/career planning. Specifically, admission requirements are discussed at these sessions. Each student is encouraged to meet with his/her counselor regarding personal goals and plans. The Counseling Service Department exists as a comprehensive network of support services for all Newton High School students.

**Naviance:** Students are encouraged to access Naviance, a web-based program designed to connect students, parents/guardians, and counselors in the college and career planning process. Naviance maintains data on colleges across the country and the world and is accessible with an approved registration code for any computer with web access. Naviance keeps track of recent NHS college applications, student statistics, and admissions decisions. Students and parents have access to a wide range of college admissions information. Click [here](#) to access NAVIANCE Family Connection.

### Special Services Department

Child Study Team, 57 Trinity Street, Newton, NJ 07860

Phone: 973-383-7307 Fax: 973-383-0442

Mrs. Jennifer Pasquali, Director of Special Services

Child Study Team services are available to children ages 3 - 21, through the Newton Public Schools. Children experiencing physical, sensory, emotional, communication, cognitive and/or social difficulties may be eligible for special education and related services. Students who have been in an accident causing temporary or permanent disability may also be eligible for services. Parents should contact the District Office of Special Services for further information. Babies from birth to three, who are thought to have a developmental delay, may receive assistance from the Early Intervention Program. To access this service, contact Special Child Health Services at (973) 948-5400, extension 48 or 62.

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The Newton Public Schools supports and promotes an inclusive philosophy in regards to educating students with disabilities. All students who meet the eligibility criteria for special education and related services are educated in the least restrictive environment with their non-disabled peers to the maximum extent appropriate. This setting is typically the general education classroom and removal from this setting occurs only when the nature or severity of the educational disability is such that education in the student's general education class with the use of appropriate supplementary aids and services cannot be achieved satisfactorily. In accordance with Federal law and State regulations, the Newton School District makes available a full continuum of alternative placements to meet the needs of students with disabilities ages three (3) through 21 for special education and related services. Within the district, the educational program options include regular education with supplementary aids and services; resource programs, including pullout and in-class services; special class programs, including preschool disabilities, language and learning disabilities, and multiple disabilities. Related services are provided to students with disabilities when it is determined that the service is required for the student to benefit from their education. These services may include, but not be limited to, speech/language services, occupational therapy, physical therapy, counseling, and/or transportation. Before a student can receive special education and related services, he or she must be evaluated by at least two (2) members of the Child Study Team. The Child Study Team consists of a School Psychologist, School Social Worker, and a Learning Disabilities Teacher-Consultant. For children ages three (3) to five (5), a Speech/Language Specialist is also considered a Child Study Team member. Prior to the student being referred to the Child Study Team, however, interventions in the general education program shall be provided to the student unless the student's educational problem is such that direct referral to the Child Study Team is required. In most instances, it is required that documented educational interventions in the general education setting to address educational problems be provided to the student. Each school has an Intervention and Referral Services Team (I&RS), consisting of school personnel, to develop strategies to assist students who are experiencing difficulty in the classroom. The general education staff shall make written documentation of the interventions and their effect. Parents should be informed of the interventions attempted and that they will receive a copy of the written documentation. If it is determined that intervention in the general education program has not adequately addressed the educational difficulties and it is believed that the student may be disabled, the student shall then be referred for evaluation to the Child Study Team. When the Office of Special Services receives a referral, a meeting is held within 20 calendar days to determine if an evaluation is warranted. The Child Study Team, classroom teacher, and parents attend this meeting. All existing data is considered and if warranted, an evaluation plan to gather additional information is written. The Child Study Team evaluation consists of a multidisciplinary assessment in all areas of suspected disability. Along with standardized assessments, other required assessments include: functional assessment of academic performance, and where appropriate, functional behavioral assessment; a minimum of one structured observation by

one evaluator in a non-testing situation; interview with the child's parents, an interview with the child's teachers, a review of the student's developmental/educational history, including records and interviews, a review of interventions documented by the classroom teacher, other informal measures as needed (trial teacher, student work samples, curriculum-based assessment, and informal rating scales, for example). At the conclusion of the evaluation, all reports are sent to the parent 10 days prior to a meeting that occurs with the parents, Child Study Team members involved in the evaluation and the classroom teacher meet again to review the evaluation results and determine if the student is eligible to receive special education and related services in accordance with N.J.A.C. 6A: 14. If the student is found eligible, an Individualized Education Program (IEP) will be developed explaining the child's special education and related services. Parental consent is required prior to conducting any assessment as part of an initial evaluation and prior to the implementation of the initial IEP. Parents receive a copy of the procedural safeguards available to them upon referral for an initial evaluation, upon notification of an IEP meeting, and when a request for a due process hearing is submitted to the Department of Education and upon reevaluation. Students at age five (5) may be eligible to receive speech and language services for disorders of articulation, voice or fluency. The same process is followed as described above, but the Speech/Language Specialist is the only evaluator and the IEP team consists of the Speech/Language Specialist, the teacher, and the parent. For further information please call the Office of Special Services at the above number.

### **Alternate Reading Procedure**

If upon review of an assigned reading a parent/guardian has a philosophical objection to it, (s)he may request an alternative reading for his/her child. This objection should be in writing and submitted to the administration. The reading will be replaced by an equally challenging reading on the same topic; the student will be held responsible for the same level of work as required for the original assignment.

### **Grading Policy & Procedures**

Report cards will be issued at approximately ten-week intervals.

- PowerSchool is the student information system used by the Newton district to track all academic data, including student grades. Each student and parent/guardian has an access code for the PowerSchool system. The Parent Portal portion of PowerSchool can be accessed through the district website at <http://www.newtonnj.org/>. Once on the website, click on the link for parents/students and then click on the Parent Portal.
- A student will receive a separate grade or other designation for each course in which he or she is enrolled.
  - The grade will reflect the degree to which the student has met the requirements of the course as outlined by departmental guidelines and individual classroom teacher policy. Course requirements include, but are not limited to factors such as attitude, attendance, class participation and effort, preparation for class, homework, tests, long-range projects, and oral presentations.
- Grading procedures are available through preferred format, i.e. Google classroom, website
- Evaluation of Students: Every teacher develops a system of measurement which is in compliance with Newton Board policy, administrative regulations, and state and federal law. The grading system is approved by the department, by the Principal, and by the Superintendent of Schools.
- Mid-Term Examination: A mid-term examination may be given at the discretion of the subject area teacher.
- The final course grade of the year will reflect four quarter grades, final examination grade, and mid-term examination grade, if given.
- A student or parent may request, from the teacher, the method by which the grade was determined.
- Grade Review: After appropriate conferences with the teacher and guidance counselor, any pupil or parent may request a review of a given grade (within 90 calendar days from the posting of marking period grades). The request will be advanced to a committee of teachers and administrators. The committee will hear all interested parties, collect pertinent evidence, and after deliberation, issue a final grade which will be binding on all parties.
- Repeating a Course for Grade Improvement: Any course which is repeated for grade improvement shall receive the grade obtained from the second endeavor. This grade will replace the original grade in the calculation of the GPA unless the new grade is an "F." If a course is repeated to improve a grade, the credits are counted one time only, although both grades will appear on the high school transcript, which is a historical record of all academic endeavors attempted by a student while registered at Newton High School.
- Audit: Any student who audits a course will be expected to satisfy all requirements of the course. The deadline for changing a course from credit to audit is the end of Quarter Two.

- In addition to the regular grading scale, there will also be a grade of Incomplete (I) and a grade of Withdrawal (W).
  - An Incomplete will be given when the student has unfinished course assignments due to circumstances beyond his or her control. For the first, second, and third quarters, a student must complete unfinished assignments within two weeks of the issuance of the report card. After two weeks the incomplete grade will become an "F." Incomplete grades for the fourth quarter, or for the year, must be resolved within two weeks following the last day of school. Deadlines may be extended due to extenuating circumstances.
  - A student may withdraw from a course without penalty before one-quarter of the course time has elapsed. The student will then receive a grade of "W" to reflect the withdrawal. If a student withdraws after one-quarter of the course time has elapsed, the teacher will assign a grade of Withdrawal Pass (WP) or Withdrawal Fail (WF), whichever is appropriate. After half the course time has passed, the student is not permitted to withdraw or audit. Any exception to the above will be reviewed initially by the teacher and counselor. If a student changes a level of a course during the school year (i.e., ACP to CP), grades earned prior to the change will be included in the final grade.
- Tutoring. Students can receive tutoring by attending peer tutoring by a National Honor Society member before or after school in the high school library or by attending supervised tutoring by a certified NHS teacher after school Monday – Thursday. The After School Instruction Schedule can be found on the [Newton High School website](#).

### Grade Placement

Grade placement is based on credits earned.

- To be eligible for sophomore status, a student needs 30 credits.
- To be eligible for junior status, a student needs 60 credits.
- To be eligible for senior status, a student needs 90 credits.

130 credits are needed for graduation.

### Class Rank

At the conclusion of each academic year, academic position relative to others in the same class is calculated (class rank) Class rank is likely to change each year as the previous year's academic achievements are considered. Class rank involves the calculation of the "grade point average" which is arrived at by using the following tables:

<u>Grade Designations</u>	<u>Quality Pts.</u> <u>Adv. CP/CP</u>	<u>Quality Pts.</u> <u>Honors</u>	<u>Quality Pts.</u> <u>AP</u>	<u>Graduation</u> <u>Credit</u>
A+ 100-99	4.333	5.133	5.333	Yes
A 98-95	4.000	4.800	5.000	Yes
A- 94-93	3.667	4.467	4.667	Yes
B+ 92-91	3.333	4.133	4.333	Yes
B 90-87	3.000	3.800	4.000	Yes
B- 86-85	2.667	3.467	3.667	Yes
C+ 84-83	2.333	3.133	3.333	Yes
C 82-79	2.000	2.800	3.000	Yes
C- 78-77	1.667	2.467	2.667	Yes
D+ 76-75	1.333	1.333	1.333	Yes
D 74-72	1.000	1.000	1.000	Yes
D- 71-70	0.667	0.667	0.667	Yes
F 69-0	0.000	0.000	0.000	No

**THE FOLLOWING DESIGNATIONS WILL BE USED FOR ALL GRADE LEVELS**

EA	Excessive Absences	No
EC	Excessive Cutting	No
MX	Medical Excuse	Upon Review
H	Audit (No audits after Quarter Two.)	Upon Review
I	Incomplete	No
W	Withdrawal (within 1st quarter of course)	No
WP	Withdrawal Passing (after 1st qtr. of course)	No
WF	Withdrawal Failing (after 1st qtr. of course)	No
P	Satisfactory (Not computed in class rank)	Upon Review

*Example of the calculation of the Weighted Grade Point Average (GPA) for Advanced College Prep and College Prep Courses:*

<u>Course</u>	<u>Final Grade</u>	<u># of Credits</u>		<u>Quality Pts. Per Credit</u>	=	<u>Quality Pts. Per Course</u>
English III CP	B+	5	x	3.333	=	16.665
Algebra II Adv. CP	B-	5	x	2.667	=	13.335
Chemistry Adv. CP	C+	6	x	2.333	=	13.998
US History II CP	B-	5	x	2.667	=	13.335
Phys. Ed. 11	A	4	x	4.000	=	16.000
Spanish III	C+	5	x	2.333	=	11.665
Band	A-	5	x	3.667	=	18.335
Intro to CADD	B+	5	x	3.333	=	16.665
<b>Total Credits Completed</b>		= 40		<b>Total Quality Pts. Earned</b>	=	119.998
<b>Weighted GPA = Total Quality Pts.   Total Credits = 119.998   40 = 3.000</b>						

*Example of the calculation of the Weighted Grade Point Average (GPA) for Honors and Advanced Placement Courses:*

<u>Course</u>	<u>Final Grade</u>	<u># of Credits</u>		<u>Quality Pts. Per Credit</u>	=	<u>Quality Pts. Per Course</u>
AP English Lit.	A-	5	x	(3.667 + 1.0) or 4.667	=	23.335
Honors Pre-Calculus	B	5	x	(3.000 + 0.8) or 3.800	=	19.000
Honors Physics	B-	6	x	(2.667 + 0.8) or 3.460	=	20.802
Phys. Ed. 12	A	4	x	4.000	=	16.000
Honors Spanish 201	C+	5	x	(2.333 + 0.8) or 3.133	=	15.665
Honors Choir	A	5	x	(4.000 + 1.0) or 5.000	=	25.000
Graphic Design	B+	5	x	3.333	=	16.665
AP Biology	B+	7	x	(3.333 + 1.0) or 4.333	=	30.331
<b>Total Credits Completed</b>		= 42		<b>Total Quality Pts. Earned</b>	=	166.790
<b>Weighted GPA = Total Quality Pts.   Total Credits = 166.790   42 = 3.971</b>						

*The GPA calculation will be employed on a quarterly basis for the following purposes:*



- Meritorious Academic Achievement (Honor Roll)
- Maintaining National Honor Society Membership

### Course Change

Students are required to follow their schedules through the end of the first full week of school in September before any consideration is given to a schedule change request. The end of the third full week of school is the established cutoff date to drop a class in one department and enroll in a class of another department (based on availability). All course level changes must be completed by the end of the 4<sup>th</sup> full week of school. Students schedule an appointment with their guidance counselor to discuss a schedule change. Not all changes are automatically granted. Students are required to complete all work that was assigned prior to enrollment in the new course.

### Honors, Advanced Placement, Concurrent Courses

**HONORS COURSES:**

2-D Art	Choir	Intro to Humanities	Western Civilization I, II
3-D Art	Digital Photography	Physics	Wind Ensemble
Algebra I, II	English I, II, III	Geometry	World History
Biology	Environmental Science	PreCalculus	
Chemistry	Forensic Science	STEM Design Studio II	

**ADVANCED PLACEMENT COURSES:**

Biology	English Lit. & Comp.	Music Theory	Studio Art	U.S. History I, II
Calculus	English Lang. & Comp.	Physics II C: Electricity & Magnetism	Statistics	
Chemistry	Environmental Science	Physics IIC: Mechanics	U.S. Government & Politics	

**NHS COURSES WITHIN SYRACUSE UNIVERSITY CONCURRENT PROGRAM:**

Honors Spanish 201

**NHS COURSES WITHIN SUSSEX COUNTY COMMUNITY COLLEGE CONCURRENT PROGRAM:**

Accounting	AP Calculus	AP Chemistry Intro. To Business Adv. CP	Honors PreCalculus I & II
Honors Choir	Floral Design #	Forestry/Soils & Environmental Systems	Landscape Mgt & Design
Marketing II	French IV	Honors Chemistry	AP Chemistry
Wildlife Mgt Princ. & Practices	Western Civilization I & II		

**NHS COURSES WITHIN CENTENARY UNIVERSITY CONCURRENT PROGRAM:**

Social Media Marketing

*The availability of any course in the high school master schedule is dependent upon student enrollment and available teaching staff. Placement into courses with the exception of some electives is dependent upon teacher recommendations.*

### Honor Roll

In order to recognize outstanding academic achievements, an Honor Roll has been established.

- Cum Laude (3.5 but less than 3.75)
- Magna Cum Laude (3.75 but less than 4.0)
- Summa Cum Laude (4.0 and above)

### Medical Excuse Physical Education

Medical excuses from Physical Education are written by a physician treating a student for illness or injury. Any medical excuse must be delivered to the school nurse, who then evaluates the student's needs and notifies teachers. Medical excuses from Physical Education expire at the end of the school year. Students requiring continued medical exemption from one school year to the next must submit an updated note before September 15th of the new school year. Following September 15th, the student will receive a cumulative absence for each day out of Physical Education until a new note is submitted.

### Home Instruction Due to Health Condition: [Policy 2412](#)

The Board of Education will provide instructional services to an enrolled pupil whether a general education pupil in Kindergarten through grade twelve or a special education pupil ages three to twenty-one at the pupil's home or another suitable out-of-school setting when the pupil is confined to the home or another out-of-school setting due to a temporary or chronic health condition or has a need for treatment which precludes participation in their usual education setting. These services will be provided when a pupil is determined by the school physician to need confinement at their residence or other suitable out-of-school setting and the projected need for confinement is for ten consecutive school days or fifteen cumulative school days or more during the school year.

Requests for home instruction shall include a written determination from the pupil's physician documenting the projected need for the pupil's confinement to their residence or other treatment setting for ten consecutive school days or fifteen or more cumulative school days during the school year. The written determination from the pupil's physician shall be forwarded to the school physician, who shall verify the need for home instruction. The parent(s) or legal guardian(s) shall be notified concerning the school physician's verification or reason(s) for denial within five school days after receipt of the written determination by the pupil's physician.

The school district shall provide instructional services within five school days after receipt of the school physician's verification or, if verification is made prior to the pupil's confinement, during the first week of the pupil's confinement to the home or out-of-school setting. The home or out-of-school instruction shall meet the minimum standards as required in N.J.A.C. 6A:16-10.1(c). NHS Home Instruction is administered through Apex, an online learning system that provides lessons, instruction, and assessments that meet each student's needs and follow the classroom curriculum. The actual assignment of the student's grade shall be the responsibility and prerogative of the classroom teacher, who monitors student progress on Apex.

The school district shall be responsible for the costs of providing instruction for pupils as required by N.J.A.C. 6A:16-10.1(b). The Board reserves the right to withhold home instruction when the reason for the pupil's confinement is such as to expose a teacher to a health hazard or dangerous home situation, a parent(s) or legal guardian(s), or other responsible adult is not present during the hours of instruction, or the condition of the pupil is such as to preclude benefit from such instruction.

### Final Examinations

A final examination, written or performance-based shall be given in each subject with the exception of Physical Education and Senior Service. All students are required to take a final examination. There is a separate exemption policy for seniors in good academic standing, and for students who have taken that subject's AP test. The degree to which final examinations will count as part of the final grade (up to 1/5) is determined by the department faculty. Absence from any final exam must be accompanied by a doctor's note or will be considered a cut and a "0" will be issued for the final exam grade.

#### **Absence during a final examination:**

- Students who are absent and unexcused from a scheduled final examination will receive a grade of zero (0) for the examination. The zero (0) will be calculated by the subject teacher in accordance with the grading policy for the purpose of deriving a final grade. To avoid this result, students must complete a Final Exam Absence Form and the Assistant Principal will determine whether an absence from a scheduled final examination is excused or unexcused. Arrangements for an alternative final examination schedule for students participating in school-sponsored activities or other extenuating circumstances

necessitating a modification of a student's final examination schedule must be made with the Assistant Principal. Please note that you are to hand in your textbook at the time of the final exam

- **Exemption from final examination parameters:**
- Seniors or AP Students who sat for the AP test during the current school year:
  - "90" average in the class at the time of the exam.
  - No marking period grade lower than a "B".
  - No more than seven (7) cumulative unexcused absences in the class.
  - No more than four (4) cumulative unexcused absences for a half-year course.

*When deemed appropriate, an alternate assessment may be approved by the administration.*

### **Summer School**

Students can enroll in Educere, an online service provider, in order to retrieve credit for a failed course. Students and families are responsible for the costs associated with this provider upon registration.

#### **Eligibility for summer school:**

- Student has earned at least a 50-average in the course,
- has no more than 30-cumulative absences in the course,
- has completed the academic year, including the final examination
- Credit retrieval will not be granted for a final grade lower than a 70

*Exceptions may be granted by the administration due to extenuating circumstances.*

### **Student Records: [Policy 8330](#)**

Student records are kept in the Guidance Office. A permanent record folder contains all information sent to the high school from middle school. High school records include:

- NJSLA, PARCC, PSAT, SAT, ACT scores
- Registration form
- Report cards for Grades 9-12
- Copies of birth certificate, court orders, and transcripts
- Discipline and Attendance
- Waivers for courses requested, but not recommended (dept. or teachers)
- Copies of correspondence with home

Professional staff (teachers, nurse, counselors, CST) have access to student records. This access is under the aegis of the Director of Student Services.

### **Withdrawal from School & Transfers: [Policy 5130](#)**

Every student must attend school until the age of 16. Sometimes circumstances make it necessary to withdraw from school. If this occurs, the following procedures are to be followed:

- Student will meet with his/her counselor when considering withdrawal.
- Student and parent may meet with the principal.
- Guidance Administrative Assistant will prepare withdrawal forms, which must be completed by the student and signed by the parent/guardian.
- Student must take a withdrawal form to all persons designated to secure signatures, as well as the estimate of the student's numerical grade at the time of withdrawal.

- Student must return all classroom books to the appropriate subject teacher; library books to the librarian; and his/her locker must be emptied. All outstanding debts must be paid to the proper department.
- Student must return to the Counseling Services Department with a signed/completed withdrawal form. If transferring to another school district, a transfer card will be provided.
- Guidance counselors will offer personal counseling regarding educational options for students dropping out of school or procedural advice for transfer students. Options to “dropping out” are presented to students, including the alternative routes to securing a diploma.

**Pupil Grievance Procedure: [Policy 5710](#)**

The Board of Education believes that students are citizens who possess the right to request redress of grievances and that pupils should be encouraged to respect lawful procedures for the resolution of disputes. Accordingly, the Board has established and observes procedures by which the grievances of students will be heard. For the purposes of this policy, a student grievance means any complaint that arises out of the acts or policies of this Board or the acts of its employees. A pupil grievance will be heard in the following manner:

- A student should first make the grievance known to the staff member most closely involved or with a guidance counselor and both shall attempt to resolve the matter informally and directly;
- A grievance not resolved at the first step must be reduced to a written statement in which the student sets forth the specific nature of the grievance, the facts that gave rise to it, the relief sought, and the reasons why that relief is appropriate;
- The written grievance may be submitted to the Principal, the Superintendent, and the Board of Education, in that order and within a suitable period of time to be allowed at each level for the hearing of the grievance and the preparation of a response;
- At each step beyond the first, the school authority hearing the grievance may summon the parent(s) or legal guardian(s) of a grievant who is not an adult. The grievant may summon the assistance of his/her parent(s) or legal guardian(s) at any step;
- A student grievance that proceeds to the Board will be determined promptly and the Board will issue a decision in no more than ten calendar days after the hearing. The student will be informed of the right to appeal a decision of the Board to the Commissioner of Education.

The Superintendent shall direct staff members to respect the right of students to seek redress of grievances by lawful procedures without fear of reprisal.

**Field Trips, Social Events, & Class Trips: [Policy 2340](#) & [5850](#)**

Members of the faculty arrange field trips. Students intending to participate in such events must submit written parental permission on forms provided by the school *five (5) days prior to the trip*. Any student who does not submit written parental permission five (5) days before the trip *may not participate in the trip* and must follow his/her regular class schedule. Any student who has 14-or more cumulative absences, attendance, and/or discipline concerns will not be allowed to go on any trip unless approved by the Assistant Principal. All school rules/regulations apply during a school-sponsored trip or social event.

Any student placed on the Ineligibility List of Newton High School will not be allowed to participate.

**Second Floor – New Jersey’s Youth Helpline**

The New Jersey Youth Helpline, 2NDFLOOR, is a toll-free, anonymous, and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 – 24. Youth can call 2NDFLOOR at **1-888-222-2228** to speak with professionals and trained volunteers who listen attentively, non-judgmentally, and compassionately to issues and problems they are facing. Visit <https://www.2ndfloor.org/> for more information and try the message board.

**ATTENDANCE**

**Attendance: [Policy 5200](#)**

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six

and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district to attend school regularly in accordance with the laws of the State.

An unexcused absence that counts toward truancy is a student’s absence from school for a full or a portion of a day for any reason that is not an excused absence. Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from a course that would count toward the high school diploma in accordance with the policies of this Board.

- Any student 15-years of age or younger who has accumulated 10-cumulative absences may have his/her parent(s) and/or guardian summoned to Municipal Court.
- Any student 16-years of age or older *who accumulates 10-consecutive cumulative absences or demonstrates random attendance patterns will be notified by certified letter that if there is no improvement within 10-days of notification, the student will be removed from the rolls and no longer considered a student of Newton High School.*

Cumulative absences towards truancy	Excused absences
<p>Examples of this type of absence, but not limited exclusively to the following, are listed below:</p> <ul style="list-style-type: none"> <li>● Illness without written verification from a physician or parent/guardian.</li> <li>● Family vacations</li> <li>● Cuts</li> <li>● Family errands</li> <li>● Shopping</li> <li>● Working at home</li> <li>● Outside employment</li> <li>● Automotive failure</li> <li>● Medical exemption from physical education which carries over from one year to the next without a physician’s note for the next school year.</li> <li>● Dismissal from school as a result of a request to be sent home through the office of the school nurse.</li> </ul>	<ul style="list-style-type: none"> <li>● Student illness, supported by parent notification <u>upon student’s return to school.</u></li> <li>● Observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16.</li> <li>● Student mandatory attendance in court supported by a copy of the court notice.</li> <li>● Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§794 and 705(20), and individualized health care plans.</li> <li>● Student suspension from school.</li> <li>● Family illness or death, supported by written parent notification <u>upon the student’s return to school.</u></li> <li>● Visits to post-secondary educational institutions (3-days per year allowed for Juniors and Seniors) supported by a letter from the institution.</li> <li>● Interviews with a prospective employer or with an admissions office of an institution of higher education supported by a letter from the employer or admissions officer.</li> <li>● Examination for a driver’s license supported by license or other documentation from D.M.V.</li> <li>● Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day, supported with a Dr.’s note upon the student’s return to school.</li> <li>● Take our child to work day supported by a note from parent or employer.</li> <li>● An absence is considered excused by a New Jersey Department of Education rule.</li> </ul>

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|--|--|
|  | <ul style="list-style-type: none"> <li>● Absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence.</li> </ul> |
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**Administrative Guidelines- Grades 9-12**

- Attendance during a hybrid and/or remote learning platform is addressed in our District and School level Restart and Recovery Plan 2020-21. Families are still responsible to report when a student is sick or not able to perform school duties for that specific day.
- Absences include full-day absences and partial absences from individual classes that result in *fifteen minutes or more of the period being missed*.
- A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent/guardian.
- A student absent for more than 5-school days must return with a physician's note granting medical clearance for reentry.
- A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of the communicable disease, in accordance with Policy No. 8451.
- Any student retained at home or excluded from school by reason of having or being suspected of having a communicable disease shall not be readmitted to his/her classroom until (s)he presents written evidence of being free of communicable disease. That evidence may be supplied by the school medical inspector or another qualified physician who has examined the pupil.
- It is the student's responsibility to make up any missed assignments while out due to medical excuses or approved absences.
- Any student losing credit due to excessive absenteeism will receive a grade of "EA." A student will not be granted any credit for a scheduled course after his/her cumulative/unexcused absences exceed the following limits:
  - Full-year course -----14 days.
  - Semester (½ year) course-----7 days.
- Parent(s) and/or adult students will be notified of daily absences via PowerSchool on the student's cohort in-session day.
- The Assistant Principal will send an alert home and meet with each student at the end of each marking period if (s)he is at or above the amount allotted for cumulative/unexcused absences; *4 at the end of the first marking period; 7 at the end of the second marking period; and 10 at the end of the third marking period*. The Assistant Principal at any time can refer a student to the I&RS committee to develop a written plan of action and a parent meeting. The Assistant Principal may place a student on the ineligible list if absences are over the allotted per marking period allowance as noted above.
- Parent(s) and/or adult students will be notified at the conclusion of the school year regarding credit lost due to excessive absences.

It is recognized that from time to time compelling circumstances will require that a student arrive late or be dismissed before the end of the school day. Should it become necessary for appointments to be made concerning college interviews, driver's license test, medical or dental appointments, attendance at religious services, etc., the school shall be notified in advance of such absences by a written request from the student's parent. The Assistant Principal shall determine whether the absence is to be cumulative or non-cumulative.

Credit for classes is earned only after the student successfully meets the academic requirements of the course(s) and all attendance guidelines as outlined in the respective policies. The report card and the permanent record will indicate, as soon as the final determination of total credits earned has been made, either "credits lost due to excessive absences (EA)" or the grade earned.

**Method to Retrieve Credits Due to Excessive Absences (EA)**

*Credit Retrieval Process* - Any student who has lost credit in one or more course(s) due to *excessive absences* is:

- given a grade of “EA” at the end of the school year;
- must not exceed nine (9) cumulative absences for the following school year, at which time credit will be restored on the official grade report

#### **Method to Retrieve Credits Due to Excessive Cuts (EC)**

*Credit Retrieval Process* - Any student who has lost credit in one or more course(s) due to *excessive cut* is:

- given a grade of “EC” at the end of the school year;
- must not cut any class during the following school year, at which time credit will be restored to the official grade report

#### **Senior Attendance Appeal**

Seniors who have not fulfilled the requirements of the attendance policy will receive final notification from the Assistant Principal before the start of final examinations. At that time, seniors may appeal graduation denial to the Assistant Principal. If the appeal is denied by the Assistant Principal, the student has 24-hours to present a written appeal request to the Assistant Principal for the Attendance Appeals Committee. The Assistant Principal will convene the Attendance Appeals Committee who will hear the appeal. During that hearing, the student must provide a narrative, which contains the reason(s) the appeal is being initiated and the circumstances (in detail) which warrant the appeal to be granted; such as, extenuating circumstances. It is strongly recommended that the student be accompanied by an advocate (parent, guardian, friend, attorney, or any adult who could assist in terms of clarification. The committee reserves the right to deny an appeal due to an error in process/procedure. If denied by the Attendance Appeals Committee, the student may still appeal to the Principal. The student’s decision and written appeal must be submitted directly to the Principal within 24-hours of the committee’s decision. All documentation, narratives, etc., submitted to the Attendance Appeals Committee will be forwarded to the principal for review before the appeal. Finally, if denied by the Principal, the student may appeal to the superintendent. All procedures as stated above will be implemented.

#### **Tardiness to School & Class: [Policy 5240](#)**

The Board of Education believes that promptness is an important element of school attendance. Pupils who are late to school or to class miss essential portions of the instructional program and create disruptions in the academic process for themselves and other pupils. Students entering the school late (after the 7:40 a.m. bell must report directly to the Main Office to obtain a late pass. This pass is to be presented to the teacher whose room is being entered late. Failure to present a pass will result in the student not being admitted to that particular class.

**During hybrid learning, students tardy to school will need to be health screened at the entrance by a trained HTA.**

#### **Unexcused Tardy**

- Late to school or class by 15-minutes or less 5-times equals one cumulative absence.
- More than 15-minutes of class missed is recorded as an unexcused class absence.
- Chronic tardiness 5-lates to a specific period will result in the student receiving a 1-tardy cut.
  - 10- lates will constitute a 2<sup>nd</sup> tardy cut and possible loss of credit.

#### **Disciplinary Actions**

**5<sup>th</sup> Tardy:** Student conference with Assistant Principal, 3-Detentions, and guardian notification of 1<sup>st</sup> Tardy Cut

**10<sup>th</sup> Tardy:** Saturday School, lunch restriction for a designated amount of time, possible referral to I&RS Committee, and guardian notification and parent conference of 2<sup>nd</sup> Tardy Cut,

**15<sup>th</sup> Tardy:** ISS, Saturday School, lunch restriction for a designated amount of time, and guardian notice and parent conference of 3<sup>rd</sup> Tardy Cut.

**16<sup>th</sup> Tardy or more:** Loss of credit for that class. Refer to Credit Retrieval process under Cutting Class.

All students are informed that excessive tardiness to school or any class will result in cumulative absences towards truancy, tardy cuts, loss of credit. Any student reporting to class after the bell has rung is considered tardy to class. In certain situations, the student may be admitted, "excused" if (s)he presents a note (Admit Slip) from the previous classroom teacher. It must be noted that in all cases where a student missed a class, the classroom teacher must first be

informed in advance of the request. Students who choose not to follow these guidelines may receive a cut, absence or tardy depending upon the situation. *Students who arrive after 11:00 a.m., will not be eligible to participate in athletics or any co-curricular events. Exceptions will be decided by the school administration.*

### Cutting Class

New Jersey school attendance laws are violated whenever a student is truant or cuts a class. Truancy is defined as an absence from school or class that is not excused. Cutting class is defined as an absence from a class that was not approved ahead of time.

Teachers shall take attendance during homeroom and at the beginning of each class period. In order for a student to be excused from a class, (s)he must receive permission from the teacher *before* being excused. If this procedure is not followed, the student will be assigned a cut for the period. Any student cutting class will be referred to the Assistant Principal.

#### Disciplinary Action:

**First Cut:** Student conference with the Assistant Principal, 3-detentions, and guardian notification of 1<sup>st</sup> Cut.

**Second Cut:** Loss of credit for a particular course; guardian notification and parent conference; In-School Suspension or Saturday School assigned; and student-counselor conference. **Credit Retrieval (Cut):** If a student has accumulated 2-cuts, (s)he may retrieve one cut and retain the credit in the class. To retrieve the cut, a student must *not cut any more classes* for the remainder of the school year, and (s)he will be granted a reprieve. *This retrieval method can be used only once per class.*

**Third Cut:** Loss of credit for that particular course, guardian notification, In-School Suspension/Out-of-School Suspension; and a student-counselor-parent conference.

- Students who cut classes or who are truant may not make up the classwork missed at the time of the cut or truancy.
- Cuts are considered cumulative/unexcused absences.
- A student arrives at school on time via the school bus but leaves school grounds then (s)he will be considered truant and receive a cut in all missed class periods.

Any student losing credit due to excessive cuts will receive a grade of "EC." To regain credit for excessive cuts (EC's) the student must not cut any class during the following school year.

### CO-CURRICULARS/ATHLETICS

#### Sportsmanship: [Policy 5570](#)

The Board of Education requires that all individuals involved in or attending the athletic and intramural programs sponsored by the Board exhibit sportsmanship when representing the school at any athletic event. Sportsmanship is defined as abiding by the rules of the contest as defined or accepted by the participating teams and the gracious acceptance of victory or defeat.

#### In exhibiting sportsmanship all participants shall:

- Understand and follow the rules of the contest;
- Recognize the skilled performance of others regardless of affiliation;
- Display respect for all individuals participating in the athletic event;
- Treat opponents in an empathetic manner; and
- Congratulate opponents in victory or defeat.



**Failure to exhibit good sportsmanship shall include, but not be limited to the following conduct:**

- Any person who strikes or physically abuses an official, coach, player or spectator;
- Any person who intentionally incites participants or spectators to abusive action;
- Any person who uses obscene gestures or unduly provocative language or action towards officials, coaches, opponents or spectators;
- Any school or athletic staff member who is publicly critical of a game official or opposing coaches and/or players;
- Any person who engages in conduct which exhibits bias based on race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation or sex, social or economic status, or disability; and
- Schools or school organizations engaging in pre-event activities of an intimidating nature, e.g. use of fog machines, blaring sirens, unusual sound effects or lighting, or similar activities.
- Other conduct judged by the Building Principal or Athletic Director to be unsportsmanlike in character.
- Any violation of the rules of the New Jersey State Interscholastic Athletic Association.

*Failure to exhibit good sportsmanship may result in the Board denying the opportunity for any individual to participate in the athletic program or attend athletic events. NJSIAA Guidelines*

**Eligibility for Co-Curricular/Athletics**

**Credit Eligibility:** This eligibility criterion is from the NJSIAA and applies to student-athletes.

All students participating in the interscholastic athletic program and/or in the school's non-athletic extracurricular activities must meet the credit eligibility requirements as established by the New Jersey State Athletic Association. Each student must have passed 30-credit subjects (including summer school, if necessary) during the preceding academic year, in order to be eligible for semester 1 athletics and 15-credit subjects by mid-year, in order to remain eligible for either interscholastic or non-athletic activity participation for the remainder of the winter and spring seasons. In line with the NJSIAA regulations, students who are ineligible because of credit deficiency are permitted to practice with teams however, may not compete in games or scrimmages until the credit eligibility criterion is met. Students who are participating in non-athletic activities, such as plays and clubs, cannot attend any meetings or practices until the credit eligibility criterion is met.

**Ineligibility List:** Each student enrolled at Newton High School must maintain eligibility to participate in athletics, extra-curricular activities, and school-based activities. Student eligibility is based on three criteria: Credits/Grades, Behavior, and Attendance. If at any time a student is delinquent in any one of these three categories, (s)he becomes ineligible. Behavioral and/or attendance ineligibility will be determined by the assistant principal and will be based on individual circumstances. The ineligibility list reinforces the core of Newton Public Schools Character Education-Trust, Respect, and Support by promoting student recognition and success.

**Credit Retrieval:** This system is a procedure of Newton High School under the auspices of Newton BOE and applies to student-athletes and students participating in non-athletic activities. If a student loses credit at the end of the school year due to excessive absences and/or excessive cuts, some or all of the credits can be retrieved through the attendance appeals process or through summer school. If summer school does not suffice, the student can only retrieve the lost credits at the completion of the following school year but can regain eligibility for the remainder of winter/spring seasons if the student passes 6-subjects by the end of the first semester.

**Other issues:**

- All student-athletes must sign a consent form for random testing in accordance with the NJSIAA steroid testing policy.
- Summer school work to make up course deficiencies can be applied toward the reinstatement of GPA and/or credit eligibility.
- Students serving Out-of-School Suspension may not practice or compete (whether in a game or scrimmage) in athletics or co-curricular activities for the term of the suspension.

- Time of arrival: Students who enter school later than 11:00 a.m. are ineligible for competitions, except in unusual circumstances as determined by the Principal, Assistant Principal or Assistant Principal for Athletics and Student Activities.

#### Loss of Privileges:

Pursuant to Newton Board of Education Policy 2430 - Co-Curricular Activities, the Principal or designee may withdraw specific school privileges from students who exhibit continued inappropriate behavior, especially that of insubordination, willful disobedience, harassment, fighting or simple assault. School privileges or participation in any or all extracurricular activities include but are not limited to graduation exercises, trips, and the junior/senior prom for violation of the Student Code of Conduct, health reasons, or poor attendance.

#### Pupil Random Drug and Alcohol Testing [Policy 5536](#)

The Newton Board of Education recognizes its responsibility to safeguard the health, character, citizenship, and personality development of the students in its schools. The District is committed to being proactive in ensuring the safety of all students participating in athletics, extracurricular activities, and on-campus parking; all of which is a privilege at Newton High School. Students not involved with any of these activities can elect to participate in the Random Drug and Alcohol Testing Program only with parental consent.

Participants in an interscholastic athletic program and/or a co-curricular activity must comply with the random drug policy, the school substance abuse policy 5530, as well as behavior codes developed by the school, the athletic department, coaches, or advisors. Particularly in athletics, these behavior codes are relevant to health issues.

#### **Consequences will result from the following:**

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

First-time offenders will be removed from athletics, extra-curricular activities, or school clubs, as well as have his/her parking permit revoked for a minimum period of one (1) week, plus meet additional remediation requirements as cited in Newton BOE Regulations for 5536.

*Students are subject to random testing for steroids of teams and individuals qualifying for championship games per NJSIAA regulations.*

#### Student Council

The Student Council is the highest level of student government in Newton High School and is charged with these broad responsibilities:

- Creating and promoting school spirit and loyalty.
- Advising the school administration on general student welfare.
- Coordinating class and club activities related to school spirit.
- Promoting community relations within the high school.
- Providing leadership training for Student Council and student body members.

Membership in the Student Council is for those students with an interest and desire to help Newton High School continue to grow to be a better place.

Members will be expected to be available for work and participation in the numerous projects conducted by the Student Council. It is necessary that members have the discipline and responsibility with which to handle their regular classwork in addition to Student Council projects.

## PAST STUDENT COUNCIL PRESIDENTS

John Zamos	1947-48	Keith Eitner	1987-88
Byron Ober	1948-49	Andrew Ranley	1988-89
William Morrow	1949-50	Richard Bobbe	1989-90
Joseph Blakeslee	1950-51	Kara Callaghan	1990-91
Barbara Henry	1951-52	Danielle Transue	1991-92
Ulric Brandt	1952-53	Bryan Uszenski	1992-93
Ralph Scalzo	1953-54	Ryan Hughes	1993-94
John Iliff	1954-55	Brenden Mielke	1994-95
Richard VanAuken	1955-56	David Felipe	1995-96
Robert T. Ford	1956-57	Leigh Parciak	1996-97
Marion Fleck	1957-58	Chris Sullivan	1997-98
William Epstein	1958-59	Natalie Westra	1998-99
Ronald Marold	1959-60	Christopher Streeter	1999-00
Judy Sisco	1960-61	Christopher Burns	2000-01
Patricia Eagleson	1961-62	Christine Bobotas	2001-02
Clarke Maines	1962-63	Meredith Mayes	2002-03
Philomena Fleck	1963-64	Bryant Avondoglio	2003-04
Marie Treible	1964-65	David Polley	2004-05
M.J. Habermann	1965-66	Kevin Yarzab	2005-06
Jeff Lemke	1966-67	Chelsea Kahn	2006-07
David Fogelson	1967-68	Megan Butler	2007-08
Joann Zukowski	1968-69	John Paul Couce	2008-09
Donna Weber	1969-70	Abigail Estevez	2009-10
Oleg Tschekunow	1970-71	Mike Dunn	2010-11
Merna Lemke	1971-72	Thomas Kelly	2011-12
JoAnne Levitski	1972-73	Michael Bell	2012-13
Athena Moundalexis	1973-74	Pablo Lerch	2013-14
Wade Avondoglio	1974-75	Anne Paglia	2014-15
Susan Iliff	1975-76	Robert Borgognoni	2015-16
Richard Guidi	1976-77	Lisa Qarmout	2016-17
Kelly Woods	1977-78	Ian Cunningham	2017-18
Karen Butcher	1978-79	Erin Franchino	2018-19
Kimberly Iliff	1979-80	Kirk Avondoglio	2019-20
Donna Bathe	1980-81	Kirk Avondoglio	2020-21
Dan Decker	1981-82		
Richard Halke	1982-83		
Robin Schaffer	1983-84		
Mark Hontz	1984-85		
Robert Taliercio	1985-86		
Joseph Wroblewski	1986-87		

**CLASS OFFICERS**

**CLASS OF 2021**

**Advisor:**

President:

Vice President:

Secretary:

Treasurer:

Public Relations:

**Kate Adam**

Elissar Abou-Jaoude

Alexa Bunda

Katelyn McDade

Luke Bandel

Sydney Mills

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**CLASS OF 2022**

**Advisor:**

President:

Vice President:

Secretary:

Treasurer:

Public Relations:

**Katie Leone**

Johnny Fagerlin

Ilira-Marsena Mecaj

Zachary Halteman

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**CLASS OF 2023**

**Advisor:**

President:

Vice President:

Secretary:

Treasurer:

Public Relations:

**TBD**

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**CLASS OF 2024**

**Advisor:**

President:

Vice President:

Secretary:

Treasurer:

Public Relations:

**TBD**

## National Honor Society

### Selection Process

- To be eligible for consideration of selection to the National Honor Society at Newton High School, a student must be a member of the junior or senior class.
- A minimum cumulative grade point average of 3.600 is required. The GPA requirement is the same for juniors and seniors, and is based on final grades used to calculate the student's most recent GPA. Grade point average is not rounded up.
- Datasheets on which students are to list their leadership and service accomplishments are distributed to those juniors and seniors whose scholastic average meets or exceeds the minimum GPA. The student's completed data sheets, including a narrative on the value and necessity of personal service to one's school and community, are to be returned to the Advisor of National Honor Society by the designated time. The candidate will also be expected to submit a proposal for a personal service project as part of the data-sheet packet.
- Members of the high school faculty are asked to evaluate each of the candidates, with whom they are familiar on a personal basis, on the quality of character, using a scale of one (lowest) to five (highest). The elements that help define character, which has been developed by the Faculty Council and are based on information in the *National Honor Society Handbook*, are outlined for the faculty on a separate sheet. The scores achieved by candidates through this rating system are added together, and that total is divided by the number of rating sheets on which a candidate is evaluated, and an average is thus derived (a minimum of 3.00 in character is required in order for the candidate to be considered further).
- After reading the service narratives and reviewing the information provided on the datasheets, the Faculty Council will rate the candidates on leadership and service, using the rating scale of one (lowest) to five (highest). The scores thus derived are compiled to obtain an average.
- The three numerical averages--one for scholarship (the G.P.A.), one for character and one for leadership and service combined--are then added together and divided by three to obtain an overall average.
- If the overall average is at least 3.600 and the character rating is at least 3.00, the Faculty Council will then consider the candidacy of the individual. Scores are not rounded up. A three-fifths majority vote by the Faculty Council is necessary for selection.
- The Honor Society Advisor will meet with unsuccessful candidates to address questions/concerns they may have and to suggest opportunities for improvement.
- Juniors who were unsuccessful candidates can re-apply in the fall of senior year.

## Dances: Rules & Regulations

- All school rules are in effect.
- Possession or use of drugs and/or alcoholic beverages is strictly prohibited. Students are subject to sanctions of Substance Abuse Policy should they choose to violate this rule. Smoking is not allowed in the building or on the grounds at any time.
- Doors open at 7:00 p.m. At 8:00 p.m. students must either enter the dance or leave school grounds. No one is admitted to the dance after 8 p.m., without permission from the advisor or the administrator present that evening. Once students have entered the dance, they may not leave and return.
- Dances end at 10:00 p.m. Students are responsible for their own transportation to and from the dance.

## CODE OF CONDUCT

### Code of Conduct – Discipline: [Policy 5600](#)

The Student Code of Conduct exists to foster the health, safety, social, and emotional well-being of students; support the establishment and maintenance of a civil, safe, secure, supportive, and disciplined school environment conducive to learning; promote the achievement of high academic standards; prevent the occurrence of problem behaviors; establish parameters for the intervention and remediation of problem student behaviors at all stages of identification; and establish parameters for school responses to violations of the code of student conduct that take into account, at a minimum, the severity of the offenses, the

developmental ages of student offenders and students' histories of inappropriate behaviors in accordance with N.J.A.C. 6A:16-7.2 through 7.8, as appropriate.

**Newton High School believes that all should exhibit TRS (Trust; Respect; Support) and observe the following standards of behavior:**

- An atmosphere of positive friendliness for each other and for visitors should be maintained at all times.
- Participants and spectators should be courteous at all public and athletic events.
- Quiet, courteous attention should be given in all classes and assembly programs.
- Each of us will discourage vandalism and graffiti in our school.
- The cafeteria is kept clean and neat; all trays/dishes are returned.
- A proper standard of dress is observed at all times.
- The use of intoxicants and/or drugs be discouraged and avoided.
- Signs of affection should not be displayed in public.
- Vulgar and profane language is not used in our school.
- Each of us will help to keep our school clean.

Throughout this handbook, various school regulations are described, as well as consequences for infractions. All disciplinary measures are conducted within the parameters of the Newton Board of Education Code of Conduct Policy.

**Level 1:** Warning for Minor Offenses

**Level 2:** Detention, Saturday School with Parent Notification

- Detention may be assigned by the individual teacher or as school detention by the administration. Teacher detentions are conducted on an individual basis by the teacher with the student(s). School detention or Saturday School may only be assigned by the administration. In either case, the parent will be notified of the reason for and the specific details of the detention or Saturday School. For Cutting Classes or Truancy refer to the section Cutting Class for rules and regulations.

**Level 3:** Suspension In School, Out of School, and parent conference

- In accordance with the provisions of N.J.S.A. 18A:37-2, any student who is guilty of continued and willful disobedience, open defiance of the authority of any teacher or person having authority over the student, the habitual use of profanity or obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. *Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, any of the following:*
  - Continued and willful disobedience;
  - Open defiance of the authority of any teacher or person, having authority over the student;
  - Conduct of such character as to constitute a continuing danger to the physical well-being of other students;
  - A physical assault upon another student;
  - Taking, or attempting to take, personal property or money from another student, or from the student's presence, by means of force or fear;
  - Willfully causing, or attempting to cause, substantial damage to school property;
  - Participation in an unauthorized occupancy by any group of students or others of any part of any school or other building owned by any school district, and failure to leave such school or another facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility;

- Incitement which is intended to and does result in unauthorized occupation by any group of students or others of any part of a school or other facility owned by any school district;
  - Incitement which is intended to and does result in truancy by other students;
  - Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises; and
  - Harassment, intimidation, or bullying.
  - Students shall also be suspended from school for an assault upon a school staff member in accordance with the provisions of N.J.S.A. 18A:37-2.1 and 2.2.
- Students are responsible to make up work missed during the suspension. A parent conference may be required with the Principal or Assistant Principal before the student can return to school. Any student suspended from school may not attend/participate in school activity until reinstated, and may not appear on school grounds during the suspension without administrative permission.

### **Detention**

Morning detentions will be served from 7:05 to 7:35 am, lunch detention (during student's lunch in the lunch detention area), and afternoon detentions are served from 2:40 to 3:10 pm. Failure to serve assigned detentions shall result in the assignment of In-School, Saturday School, or Out of School Suspension.

Students are expected to be on time to detention and have academic work to complete. Students who do not bring work will participate in an online behavioral intervention program. Failure to do either will result in an issued In-School Suspension or Saturday School.

### **Student Consequences, Detention, Suspension [Policy 5610](#), Expulsion [Policy 5620](#)**

*Conduct that shall constitute cause for administrative action, including detentions, Saturday School, suspension or expulsion of a pupil:*

- Continued and willful disobedience.
- Open defiance of the authority of any teacher or person having authority over him/her.
- Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils.
- Willfully causing or attempting to cause substantial damage to school property.
- Participation in an unauthorized occupancy.
- Inciting misbehavior of any type.
- Possession and/or consumption of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises.
- Possession of any type of electronic communication device used improperly.
- Smoking in school or on school property.
- Failure to attend to disciplinary assignments.
- Leaving the school building or grounds without permission, or being in the parking area without permission.
- Failure to report to the Attendance Office when tardy to school.
- Loitering.
- Inappropriate conduct/overt displays of affection.
- Careless driving or violations of parking regulations.
- Violation of the dress code.
- Forgery, cheating, or alteration of school papers, records, or passes, etc.

- Misuse of school telephone privileges.
- Inappropriate use of school property.
- Inappropriate behavior in the cafeteria.
- Consuming food or beverages in the corridors or classrooms, with the exception of water.

**In addition to the administrative action of assigning detentions, Saturday School, suspension or expulsion, the police will be notified for the following:**

- A physical assault upon another student.
- Taking or attempting to take personal property or money from another pupil or from his/her presence by means of force or fear.
- Assault by a pupil upon a staff member.
- Possession of a dangerous weapon or any item, which may be construed as a dangerous weapon.
- Pulling a fire alarm.
- Harassment, intimidation, or bullying.
- Sexual or bias harassment.
- Terroristic threats.

Students who are suspended out of school *must remain off school property and may not participate in or attend any: day, after school and/or evening school-related activity during the period of suspension.* It is the student's responsibility to request from his teachers any work missed while on suspension. For extremely serious offenses, an expulsion hearing or a pre-expulsion hearing may be scheduled with the superintendent.

### Saturday School

Saturday School is an alternative disciplinary option for certain school offenses and may also be used for attendance improvement. Saturday School takes the place of the traditional Out-of-School suspension which results in absence from school and an interruption in learning. Saturday School is to be reserved for less serious offenses and may apply to the following misconduct and school violations: *truancy, cutting classes, excessive tardiness, and other circumstances approved by the Principal or Assistant Principal.* Upon approval from the Assistant Principal or Principal, a student may attend a Saturday School to make up 1-unexcused absence or 3-tardies. Note, a student cannot attend more than 3-Saturday Schools for attendance improvement. Parents who agree to have their child participate in Saturday School are responsible for his/her attendance. Students who fail to attend, fail to follow the rules, or fail to arrive on time will be assigned additional disciplinary action or Out-of-School Suspension. Since Saturday School is an option for students with attendance issues, those students who do not show improvement may be denied this option in the future.

**Location:** E6

**Time:** 7:15 a.m. - 9:15 a.m.

**Procedures:** You must arrive by 7:15 a.m. You must bring enough school work to last until 9:15 a.m. You must leave the building and school property promptly when dismissed.

*In case of emergency, parents may call the Main Office prior to or on Saturday leaving a message to reschedule. You may also email the Assistant Principal at [scaastro@newtonnj.org](mailto:scaastro@newtonnj.org) to reschedule your child's Saturday School.*

### Substance Abuse: [Policy 5530](#)

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances.

In a continuing effort to provide students with assistance and support and in accordance with the New Jersey Code 2A:4A-60 (Disclosure of Juvenile Information), law enforcement agencies can disclose various records to the principal or his/her designee in planning programs relevant to a juvenile's education



and social development. These records shall be safeguarded from public inspection. If a student is charged with or convicted of possession, use/distribution of a substance or paraphernalia off of school property, law enforcement officers may disclose pertinent information.

Newton High School prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds according to N.J.S.A. 18A:40A-9, 10, and 11. A student who uses, possesses or distributes alcohol or other drugs will be subject to discipline in accordance with the district's Code of Student Conduct and Substance Abuse Regulation and Policy No. 5530. School authorities also have the authority to impose a consequence on a student for conduct away from school grounds in accordance with the provisions of N.J.A.C. 6A:16-7.5. Discipline may include suspension or expulsion. Consequences will result in a student not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors.

#### **Smoking & Electronic Smoking Device: Policy [5533](#) & [7434](#)**

Newton High School recognizes the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by young people may have lifelong harmful consequences. For the purpose of this handbook, "smoking" means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, or the inhaling or exhaling of smoke or vapor from an electronic smoking device.

Newton High School prohibits smoking by students at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus. NHS also prohibits the possession of any item listed in N.J.S.A. 2A:170-51.4 at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus. Such items will be confiscated and may be returned to the parent, upon request. As well as, the Principal or designee may file a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:6-9.1(c).

If it appears to an educational staff member or other professional, upon confiscating such item(s), that the student may currently be under the influence of alcohol or other drugs, the staff member shall inform the Principal or designee. The Principal or designee will immediately notify the parent and the Superintendent or designee. The Principal or designee will arrange for an immediate medical examination of the student and shall comply with all of the provisions of N.J.A.C. 6A:16-4.3 and Policy and Regulation 5530 – Substance Abuse.

In the event the Principal or designee, after inspection of the confiscated item(s), has reason to believe the item(s) may have contained or may contain a controlled dangerous substance or a controlled dangerous analog pursuant to N.J.S.A. 2C:35-2, the Principal or designee will immediately notify the parent and the Superintendent or designee. The Principal or designee will arrange for an immediate medical examination of the student and shall comply with all of the provisions of N.J.A.C. 6A:16-4.3 and Policy and Regulation 5530 – Substance Abuse.

#### **School Locks & Lockers: Policy [5770](#) Pupil Right to Privacy**

Lockers are provided for storage and protection of school and personal property. It should be clearly understood that lockers are not "student lockers," but, in fact, "school lockers." As such, they must be used only by the student assigned to the locker and must be locked at all times when not in use. Locker combinations should remain confidential. Each student is responsible for the cleanliness of his/her locker and any damage done to it. Any problems encountered by a student with his/her locker should be reported to the Main Office staff. Lockers are subject to administrative searches at any time in the interest of school safety, sanitation, discipline, and enforcement of school regulations. Lockers are also subject to search by law enforcement officials on presentation of a proper warrant. *Please be advised that there will be random locker searches conducted by the administration throughout the school year for the protection and safety of all students.*

All students will be issued a locker for physical education. Lockers are located in the locker room complete with a combination lock. Students are strongly recommended to lock all valuables while in P.E. class. Please be advised the school is not responsible for lost or stolen items left in the locker room. Students are encouraged not to bring money or items of value to the school. Locker combinations should remain confidential. Students who participate in a sport will have access to a sports locker and may utilize a school-issued lock. Once the season is over, the locker will be cleaned out and the lock returned to the physical education office.

*\*The school is not responsible for lost or stolen items left in the locker room.*

#### **School Property Littering & Vandalism: [Policy 7610](#)**

The physical condition of a building reflects the character of the people in it. In general food and drinks are not to be consumed in classrooms or hallways however, water is permitted. Littering on or off-campus during the school day is prohibited. If a student is reported littering, the punishment could range from detention to a suspension and a loss of privilege to leave the cafeteria.

Textbooks - Each student is expected to place his/her name, date, and teacher's name in each textbook (s)he receives. All books must be covered. The loss of a book will be reported to the issuing teacher immediately. In the event the book is not found, a replacement fee will be charged. All students are to hand in an issued textbook at the time of the final exam. If not, the student may still take the exam; however, (s)he will be placed on the student dues list. If the student's obligation is not met by the end of senior year, (s)he will not be issued a cap and gown for the graduation ceremony until it is fulfilled.

A student who vandalizes school property is subject to discipline, which may include suspension or expulsion, in accordance with Policy Nos. 5600, 5610, and 5620. A student who vandalizes school property will be held liable for any damages caused by the act of vandalism. The parent of any minor who injures/vandalizes school property, whether or not the minor is enrolled in this district, shall be liable for damages to the amount of the injury, together with costs of a suit if the Board must resort to legal process to obtain payment of damages. N.J.S.A. 18A:37-3

#### **Student Dress: [5511](#)**

It is the responsibility of the student, with parental assistance, to come to school properly dressed. Attire should not be injurious to the health and welfare of students/staff or disruptive to the educational process. Footwear is required at all times. Although it can be a difficult decision, clothing that is inappropriate or deemed as taking away from the educational setting is not acceptable. The following is a list of inappropriate/unacceptable clothing and accessories. Note, teachers reserve the right to alter certain aspects of the dress code in their own classes.

- Hoods, items that obstruct a student's vision or ability to identify the student for safety and security reasons, or other headgear deemed inappropriate by the administration.
- Sunglasses
- Chains, jewelry, or other kinds of clothing adornment may be deemed as potentially dangerous.
- Halter tops, tube tops, strapless tops, backless tops, bare midriff tops, spaghetti strap tops
- Mesh, lace, see-through or revealing skirts, dresses, tops or pants.
- Visible undergarments or clothing designed to look like undergarments.
- Undershorts and sleeveless muscle shirts.
- Inappropriately short/tight skirts, dresses, pants, or shorts.
- Any clothing which by slogan or illustration is offensive or promotes the use of drugs, alcohol, or violence.

A student will not be allowed to participate in any extracurricular (plays, concerts, trips, etc.) or class activities if dressed inappropriately. Students in violation of these rules will be asked to correct the situation and will be given the opportunity to conform to the above requirements. Repeated violations may result in confiscation and/or appropriate disciplinary measures.

### Corridor Conduct

Students will not be permitted to loiter in the hallways before and after school. Students who arrive early or stay after school should report to the cafeteria, an appropriate classroom or the library to do their work. Please do not "hang out" in the hallways. Students participating in an afterschool activity and are contributing to the success of our school are allowed to stay. Otherwise, students are to leave the school promptly at 2:50 pm. Kissing or inappropriate behaviors of affection are not allowed on school grounds. Students exhibiting such behaviors could receive detention or suspension depending on the nature and frequency of the offense.

### Leaving School Grounds

Leaving school grounds without authorization is strictly forbidden. Students violating this regulation will face suspension from school. A signed note must accompany requests for early dismissal from school from the student's parent/guardian. *Students who are eighteen (18) years of age or older must receive permission from the Assistant Principal before signing out; permission to sign out will be at the discretion of the Assistant Principal who will make the determination based upon contact with the student's parent/guardian.* All requests for permission to leave school grounds can be obtained from the main office. Any student who leaves school grounds without permission or after being denied permission is considered truant and will incur cuts in all missed classes. Students may leave the school grounds at lunchtime unless a parental request is made in writing that the student is not to leave the campus during his/her lunch period. This privilege may be administratively revoked at any time based upon poor behavior.

### Bus Conduct

Misconduct on the bus may distract the driver's attention from his/her primary purpose - to transport all students on that bus safely. The same manner of conduct is expected on the bus as is expected on school grounds.

**For the safety of all passengers, students shall adhere to the following:**

- Enter and leave the bus in an orderly fashion.
- All students will be seated when the bus is in motion.
- A conversation will be of a reasonable tone. There should be no shouting, calling out to a passerby, or profane/abusive language.
- Students are not allowed to extend any part of the body out of the window. The throwing of objects while on the bus is strictly forbidden.

Any disturbance caused by a student on the bus will be reported to the Assistant Principal, who in turn will report the specifics of the incident to the sending district and the parent(s) of the particular student(s) involved. The incident may also result in disciplinary action by the Assistant Principal such as detentions, In-School Suspension, Saturday School, Out-of-School Suspension, or loss of bus privileges. Any student who continues to exhibit behavior that is inappropriate and compromises the safety or well-being of others on the bus may not be allowed to ride the bus. The parents/guardians of the student would be requested to provide alternate transportation.

### Hoverboards, Skateboards, Bicycles

Hoverboards, skateboards, bicycles, in-line skates, or other similar means of transportation may be ridden to school and must be parked in the designated areas. Newton High School is not responsible for the security of such items while parked on school grounds. Students are reminded to exercise caution and obey all relevant traffic laws while riding to and from school. \*All children under the age of 17 are required, by law, to wear a helmet when riding a bicycle, skateboard or in-line skates (NJ Statute 39:4-10.1). Students are not permitted to ride bicycles or other means of transportation, on school grounds. Therefore, all such items must be walked to the designated area.

**GENERAL INFORMATION**

**Bell Schedule**

**Hybrid/Online School Schedule**

<b>Hybrid/Online School Schedule</b>			
Period	7:40-8:50	70	Minutes
Period	8:55-10:05	70	Minutes
Brave Block	10:10-10:40	30	Minutes
Period	10:45-11:55	70	Minutes
Period	12:00-1:110	70	Minutes

**Cohort Schedule**

<b>Cohort Schedule</b>				
Week 1				
Monday	Tuesday	Wednesday	Thursday	Friday
Cohort A	Cohort B	Online	Online	Online
Week 2				
Monday	Tuesday	Wednesday	Thursday	Friday
Cohort A	Cohort B	Online	Online	Online

### **Inclement Weather & School Closings**

In the event the Newton School District schools should be closed due to inclement weather or other emergency, announcements will be made via an instant alert, [Newtonnj.org](http://Newtonnj.org), WSUS 102.3, Newton Public Schools social media platforms.

### **Visitors: [Policy 9150](#)**

Newton High School welcomes and encourages visits to the school by the parent(s) or legal guardian(s), other adult residents of the community, and interested educators. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, NHS enforces rules for governing school visits. The Principal possesses the authority to prohibit the entry of any person into a school of this district or to expel any person from the school when there is reason to believe the presence of such person would be inimical to the good order of the school. If such a person refuses to leave the school grounds or creates a disturbance, the Principal is authorized to request assistance from the local law enforcement agency to remove the individual.

#### **Entry Door Procedure: Please have your ID ready to be presented at the window.**

1. All visitors will be buzzed in from the front entrance door. At the window inside the vestibule, all visitors will state the purpose of the visit and/or specify his/her appointment details.
  2. The visitor will complete a health screening form and assessment.
  3. Once the appointment is verified and Raptor System protocols complete (ID present), the visitor will be buzzed in. Depending on the appointment location the visitor will be told where to go next.
    - a. Please do not hold the door open for others. We appreciate your understanding that each visitor needs to be acknowledged individually through the visitor system.
- No staff member shall transact business with or permit the presence in the school of a visitor who has not been duly registered.
  - No visitor may confer with a pupil in school without the approval of the Principal; any such conference may take place only in the presence of a teaching staff member and/or an administrator.
  - To participate in a shadow guest for a day program at Newton High School, a student must submit a request at least 5-days in advance to the Assistant Principal. The request form for a shadow guest can be found in the Main Office.
    - If the request is approved, both students should report to the Main Office on the day of the scheduled visitation. A visitor's pass will be issued. Visitors must adhere to the same rules and regulations as the NHS student body.

### **Telephone (Landline Available in Main Office) Use**

Students may use the Main Office telephone with approval from Main Office staff when necessary. We encourage parents to contact the main office and our staff will be happy to assist you. Please realize that texting/calling your student directly is disruptive to the educational process.

### **Cafeteria**

Cafeteria service is provided by Sodexo. The daily breakfast price is \$2.00 and the daily lunch price is \$3.05. Free and Reduced lunch forms are distributed to parents who will be notified by the District (if eligible). MealpayPlus allows for online payment in advance for your student's lunch. You can check account balances, receive emails when the lunch account balance is low, and monitor what your student is eating at lunch. Click here to access [Mealpayplus](#).

Students are encouraged to display TRS throughout the lunch period. The cafeteria is expected to be kept clean. Trays, dishes, and silverware are to be returned to the proper area. Paper/other waste materials are to be placed in the receptacles provided. It is expected that student behavior will ensure a leisurely, orderly lunch. Appropriate and respectable behavior is expected in the cafeteria. Any student who exhibits behavior that is inconsistent with the Newton High School

Code of Conduct while in the cafeteria will be subject to disciplinary action, which may include temporary or permanent cessation of cafeteria privileges.

### Open Campus

Since the 1970s Newton High School has maintained an open campus, whereby students may leave the premises during their lunch period. This “open campus” for students is a privilege and may be revoked by the administration from individuals or from the entire student body. Additionally, parents/guardians may request that their students not participate in the open campus. The school will monitor those students while on campus during lunch periods.

### Harassment, Intimidation, Bullying: [Policy 5512](#)

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

It is important to understand the type of behavior that is considered HIB under the Anti-Bullying Bill of Rights (ABR). All of the criteria in the definition below must be present for an act to be considered HIB. *The ABR defines harassment, intimidation, and bullying as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that:*

- A.** Is reasonably perceived as being motivated either by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristics.
- and B.** Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds.
- that C.** Substantially disrupts or interferes with the orderly operation of the school or the rights of other students.
- and that D.** A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property.
- or E.** Has the effect of insulting or demeaning any student or group of students.
- or F.** Creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.

If the need to report an alleged HIB arises, please call, visit or email the school with concerns or complete a written HIB report, which can be obtained from the NHS website, the district website, or the NHS Main Office. [Reporting form](#)

***District Anti-Bullying Coordinator (ABC):***

**Samantha Castro**  
**973-383-7573 ext.3221**  
[Scastro@newtonnj.org](mailto:Scastro@newtonnj.org)

***NHS School Anti Bullying Specialist:***

**Lisa Bechtel**  
**973-383-7573 ext.3271**  
[lbechtel@newtonnj.org](mailto:lbechtel@newtonnj.org)

### Parking and Student Use of Vehicle: [Policy 5514](#)

Seniors wishing to drive to school and park on school property must obtain a registration form and parking decal from the Main Office, as well as participate in the *Share the Keys* program. The forms are to be completed by the senior, signed by the parents, and evidence of liability insurance, driver's license, and registration presented. Seniors who have registered their vehicle with the Main Office and properly display the appropriate parking permit may park on campus

in any space which is not numbered. Seniors with the proper registration and paperwork may also park in the upper lot. There is to be no loitering in the parking lot before school, during lunch, or after school.

No student activity in the parking area or anywhere on campus involving improper access to vehicles or improper use of vehicles will be tolerated. Such behavior can endanger those participating and others and will be dealt with by loss of parking privileges and an out-of-school suspension being assigned for the first offense. Violations of parking regulations will be dealt with on an individual basis. The New Jersey Supreme Court rules that school administrators may search student vehicles parked on school property based upon a level of suspicion that is less than probable cause. In order to conduct such a search, school officials need only have a reasonable suspicion that the student's vehicle contains contraband.

#### **Personal Articles, Belongings, Equipment**

If a theft should occur, it should be reported to the Assistant Principal immediately. It must be noted, however, that district insurance coverage assumes responsibility for items owned by the school; personal items (non-school owned) are not covered. For security reasons, if it is necessary for a student to bring a large sum of money or equipment to the school, (s)he should request permission to safeguard these items in the Main Office vault. Permission can only be granted by the Principal or Assistant Principal.

Newton High School provides the means for students to secure their personal property through the use of academic lockers and lockers in the locker room (Policy 5770) as well as the holding of personal property during the day in the school safe. *Newton High School is not and will not be responsible for lost or stolen personal property of the student. It is the sole responsibility of the student to protect their personal property.*

#### **Weapons: [Policy 8467](#) & [5613](#)**

The Board of Education prohibits the possession, use, or exchange of any weapon in any school building, on school grounds, at any school-sponsored event, and on school-sanctioned transportation except as the possession and use of a weapon is authorized by law and required in the performance of the possessor's duty. For the purpose of this policy, "weapon" means anything readily capable of lethal use or of inflicting serious bodily injury. "Weapon" includes, but is not limited to, all firearms, knives, dangerous instruments intended to inflict harm, components that can be readily assembled into a weapon, explosive devices, and imitation firearms. For the purposes of this policy "firearm" means those items enumerated in N.J.S.A. 2C:39-1f and 18 U.S.C. 921. Any pupil or school employee who has reasonable grounds to suspect the presence of a weapon prohibited by this policy shall immediately report his/her suspicion to the Principal. The Principal shall conduct an appropriate search in accordance with Policy No. 5770 (Pupil Right of Privacy) and confiscate any weapon discovered in the course of the search. He/she shall, if appropriate, summon the aid of law enforcement officers in the conduct of the search. Any school employee who confirms the presence of a weapon under circumstances that place persons at serious risk may confiscate the weapon immediately and may use such force as is reasonable and necessary to obtain possession.

Any pupil who possesses, uses, or exchanges a weapon in violation of this policy shall be subject to stringent discipline, which may include expulsion. Any pupil or school employee who suspects or knows of the presence of a weapon in violation of this policy and fails to report the same shall be subject to discipline. Any person who possesses a weapon on school premises or school transportation or at a school-sponsored function shall be reported to the appropriate law enforcement agency.

#### **Working Papers**

Students under the age of 18 years old must have working papers in order to obtain employment. Forms may be obtained in the Main Office.

#### **REGULATIONS: FEDERAL, STATE, LOCAL**

**Emergency & Crisis Situations Policy: [8420](#)  
Fire & School Security Drills**

Newton High School recognizes its responsibility to provide for the safety and security in each school building in the district. The district, in conjunction with NHS, has developed and implemented written plans and procedures to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergencies and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff, pupils, and their families. In accordance with N.J.S.A. 18A:41-1, at least one fire drill and one school security drill will be conducted each month within school hours. A school security drill means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation.

During a fire drill, every person is to evacuate the building at the sounding of the fire alarm in a quiet, orderly, efficient, and safe manner as directed by responsible staff members. Students are to follow all directions given by staff, and proceed to the fire exits, as posted throughout the building. Under no circumstances is anyone permitted to remain within the building when the fire alarm is sounded. *Behavioral issues during any emergency situation that puts other students' safety in jeopardy will be addressed by an administrator and may result in disciplinary action.*

**PPRA, TCPA, FERPA Rights: Policy [8335](#)**

**PPRA RIGHTS**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. - 1232h, requires the school to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas:

- Political affiliations or beliefs of the student or student's parents;
- Mental and psychological problems of the student or student's family;
- Sexual behavior and attitudes;
- Illegal, anti-social, self-incriminating and demeaning behavior;
- Critical appraisals of others with whom a respondent may have a close family relationship;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("surveys"), and certain physical exams and screenings.

**FERPA RIGHTS:** The Family Educational Rights and Privacy Act (FERPA) affords parents and students under 18 years of age ("eligible student") certain rights with respect to the student's educational records. These rights are:

- The right to inspect and review the student's educational records within 45 days of the day the school receives a request for access. Parents or eligible students submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want to be changed, and specify why it is inaccurate/ misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent/eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when



notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. These officials are defined as personnel with assigned educational responsibility for the student.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with FERPA requirements.
- The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **TCPA**

Telecommunications Consumer Protection Act (TCPA) makes it illegal for any organization to use automated dialing systems to deliver non-critical messages via phone unless permission has been given by the owner of the phone number. When you enroll your student, you consent to the use of our alert communication system. You have the right to opt-out/control the sending of any automated dialing messages through the district parent portal system.

### **Student Accident Insurance**

The Newton Board of Education has purchased an accident/medical insurance policy to cover students of the Newton Public Schools during school hours, to and from school, and at all school-sponsored and supervised activities. All accidents must be reported immediately to the school nurse or coverage may be denied. Claim forms can be obtained from the school nurse. The coverage is considered “full excess.” This means that you must first claim benefits under any other medical expense coverage you have. Any balance due after payment by your other carriers would be submitted to the administrator of this policy. Please be advised that there are limits to the coverage provided that may not cover all medical/dental expenses. Additional coverage insurance policy can be purchased for an annual premium for any of the following: a) During the school day with sports, but no football \$123.00, b) During the school day, but no sports \$86.00, c) 24-Hour with sports, but no football \$212.00, d) 24 hour no sports \$185.00, or the dental-only coverage \$20.00. Information describing this coverage is available at <http://www.bollingerschools.com/site/>.

## **TECHNOLOGY**

### **School District Provided Technology Devices to Pupils: [Policy 7523](#)**

The Board of Education may provide technology devices to pupils in the district for school district authorized use only. The purpose of this Policy is to establish general guidelines for the issuance and utilization of any school district technology device provided to pupils of this district. A technology device provided by the school district may include pre-loaded software. A pupil is prevented from downloading additional software onto the technology device or tampering with software installed on the technology device. Only school district authorized staff members may load or download software onto a school district provided technology device.

To receive a school district provided technology device, *the parent and pupil must sign a School District Provided Technology Device Form* requiring the parent and the pupil to comply with certain provisions. These provisions may include, but are not limited to:

- A school district provided technology device must be used only by the pupil for school district authorized use;
- A pupil shall comply with the school district’s acceptable use of technology policies, which shall be attached to the School District Provided Technology Device Form, in their use of any school district provided technology device;

- Any school district provided technology device loaned to a pupil must be returned to the school district in the condition it was initially provided to the pupil considering reasonable use and care by the pupil;
- The parent or pupil shall be responsible to reimburse the school district the cost of any technology device that is lost, damaged beyond reasonable use or beyond its value, abandoned, missing, stolen, or cannot be returned to the district in accordance with the terms of the School District Provided Technology Device Form;
- The district may require, or offer as an option, depending on the type of technology device provided to the pupil, an insurance policy to be purchased by the parent or pupil that would cover certain losses or damage to a technology device during the time period the pupil has possession of the device. The parent or the pupil shall pay any insurance policy required deductibles in the event of a loss;
- In the event the school district does not require the purchase of an insurance policy for a technology device or the parent or pupil elects not to purchase optional insurance, the parent and/or pupil shall be responsible for any loss or damage to the technology device in accordance with the terms of the School District Provided Technology Device Form;
- A pupil will be required to report any hardware or software problems in the operation of the device to the school district staff member, designated on the School District Provided Technology Device Form, within two school days of the commencement of the problem;
- A pupil must report to the school district staff member designated on the School District Provided Technology Device Form within two school days in the event the technology device has been damaged or is missing;
- A parent or pupil is required to immediately file a police report in the event it is believed the technology device has been stolen. Within one school day after filing a police report, a parent or pupil shall complete the School District Provided Technology Device Loss Form and submit the completed Loss Form and a copy of the police report to the Principal or designee;
- A pupil shall be required to provide routine cleaning and care of the device in accordance with school district cleaning and care guidelines;
- The pupil shall have the technology device in their possession in school as required; and
- Any other provisions the Superintendent of Schools determines should be included in the School District Provided Technology Device Form.

The school district will provide the pupil and parent with a written or electronic notification that the technology device provided by the school district may record or collect information on the pupil's activity or the pupil's use of the technology device if the device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the pupil's activity or use of the device. This notification shall also include a statement that the school district shall not use any of the capabilities in a manner that would violate the privacy rights of the pupil or any individual residing with the pupil. The parent shall be required to acknowledge receipt of this notification and the parent acknowledgement shall be retained by the Principal or designee for as long as the pupil retains the use of the school district provided technology device. The parent acknowledgement and a signed School District Provided Technology Device Form shall be required before the issuance of a technology device to a pupil. In accordance with the provisions of P.L. 2013, Chapter 44, a school district failing to provide this notification shall be subject to a fine of \$250 per pupil, per incident. The fine shall be remitted to the New Jersey Department of Education, and shall be deposited in a fund that shall be used to provide a laptop or other portable computer equipment to at-risk pupils as defined in N.J.S.A. 18A:7F-45.

Pupils shall comply with all school district policies for the use of a school district provided technology device. A pupil shall be subject to consequences in the event the pupil violates any school district policy, including the district's acceptable use policies; pupil code of conduct; any provision of this Policy; or any provision of the School District Provided Technology Device Form.

Students are responsible for acceptable and appropriate behavior and conduct on school district computer networks/computers. Communications on the computer networks/computers are public in nature and policies and regulations governing appropriate behavior and communications apply. The school district's networks, Internet access, and computers are provided for pupils to conduct research, complete school assignments, and communicate with others. Access to computer networks/computers is given to pupils who agree to act in a considerate, appropriate, and responsible manner. Parent(s) or legal guardian(s) permission is required for a pupil to access the school district's computer networks/computers. Access entails responsibility and individual users of the district computer networks/computers are responsible for their behavior and communications over the computer networks/computers. It is presumed users will comply with district standards and will honor the agreements they have signed and the permission(s) they have been granted. Beyond the clarification of such standards, the district is not responsible for the actions of individuals utilizing the computer networks/computers who violate the policies and regulations of the Board.

Computer networks/ electronic storage areas shall be treated in the same manner as other school storage facilities. School district personnel may review files and communications to maintain system integrity, confirm users are using the system responsibly, and ensure compliance with Federal and State laws that regulate Internet safety. Therefore, no person should expect files stored on district servers/cloud resources provided by the district will be private or confidential.

**The following prohibited behavior and/or conduct using the school district's networks/computers, includes but is not limited to, the following:**

- Sending or displaying offensive messages or pictures;
- Using obscene language and/or accessing material or visual depictions that are obscene as defined in section 1460 of Title 18, United States Code;
- Using or accessing material or visual depictions that are child pornography, as defined in section 2256 of Title 18, United States Code;
- Using or accessing material or visual depictions that are harmful to minors including any pictures, images, graphic image files or other material or visual depictions that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- Depicting, describing, or representing in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors;
- Cyberbullying;
- Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;
- Harassing, insulting, defaming, or attacking others;
- Damaging computers, computer systems, or computer networks/computers;
- Violating copyright laws or any laws/regulations;
- Using or sharing another's password or account;
- Trespassing in another's folders, work or files;
- Intentionally wasting limited resources;
- Employing the computer networks/computers for commercial purposes; and/or
- Unauthorized access to any electronic resource
- Falsifying one's identity
- Having food/beverages near devices; and/or
- Engaging in other activities that do not advance the educational purposes for which computer networks/computers are provided.

## **Online Conduct**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. General school rules for behavior and communications apply. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility. The following actions, but not limited to, constitute acceptable use of computer resources.

- Be polite and show respect; use kind and proper language
- Treat others and equipment with respect
- Obey rules
- Be honest
- Use the computer and the Internet for educational purposes only
- Do not disclose personal information
- Do not give out over the Internet personal information about you or others, such as an address, phone number, or passwords.
- Research for assigned classroom projects

## **Determination of Consequences for Violations**

The particular consequences for violations of this Policy shall be determined by the Principal or designee. The Superintendent or designee and the Board shall determine when school expulsion and/or legal action or actions by the authorities is the appropriate course of action.

*Individuals violating this Policy shall be subject to the consequences as indicated in Board Policy and Regulation 2361 and other appropriate disciplines, which includes but is not limited to:*

- Use of computer networks/computers only under the direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer privileges
- Revocation of computer privileges
- Suspension from school
- Expulsion from school and/or
- Legal action and prosecution by the authorities

*School district personnel further reserve the right to immediately limit usage or terminate the pupil's access or take other action consistent with the Board's policies and regulations for any action deemed inappropriate/harmful to the school district's computer networks/computers and resources.*

## **Electronic Communication between Staff & Student: [Policy 3283](#)**

Newton High School recognizes electronic communications and the use of social media outlets creates new options for extending and enhancing the educational program of the school district. Electronic communications and the use of social media can help students and teaching staff members communicate regarding: questions during non-school hours regarding homework or other assignments; scheduling issues for school-related co-curricular and interscholastic athletic activities; school work to be completed during a student's extended absence; distance learning opportunities; and other professional communications that can enhance teaching and learning opportunities between teaching staff members and students. However, the Board of Education recognizes teaching staff members can be vulnerable in electronic communications with students. In accordance with the provisions of N.J.S.A. 18A:36-40, the Board of Education adopts this Policy to provide guidance and direction to teaching staff members to prevent improper electronic communications between teaching staff members and students.

**Inappropriate content of electronic communication between a teaching staff member and a student includes, but is not limited to:**

- Communications of a sexual nature, sexually-oriented humor or language, sexual advances, or content with a sexual overtone;
- Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
- Communications regarding the teaching staff member's or student's past or current romantic relationships;
- Communications which include the use of profanities, obscene language, lewd comments, or pornography;
- Communications that are harassing, intimidating, or bullying;
- Communications requesting or trying to establish a personal relationship with a student beyond the teaching staff member's professional responsibilities;
- Communications related to personal or confidential information regarding another school staff member or student; and
- Communication between the teaching staff member and a student that the Commissioner of Education or an arbitrator would determine to be inappropriate in determining the teaching staff member is unfit to discharge the duties and functions of their position.

**The following acceptable protocols for all electronic communications between a teaching staff member and a student shall be followed:**

- E-Mail Electronic Communications Between a Teaching Staff Member and a Student
  - All e-mails between a teaching staff member and a student must be sent or received through the school district's e-mail system. The content of all e-mails between a teaching staff member and a student shall be limited to the staff member's professional responsibilities regarding the student.
  - Communications between a teaching staff member and a student via a personal cellular telephone; as well as Text Messaging shall be prohibited.
    - However, a teaching staff member may, with prior approval of the Principal or designee, communicate with a student using their personal cellular telephone if the need to communicate is directly related to the teaching staff member's professional responsibilities for a specific purpose such as a field trip, athletic event, co-curricular activity, etc. Any such approval for cellular telephone communications shall not extend beyond the specific field trip, athletic event, co-curricular activity, etc. approved by the Principal or designee.

**Privately Owned Technology: [Policy 2363](#) & Electronic Communication & Recording Devices: [Policy 5516](#)**

**Student use of Privately Owned Technology:** The use of privately-owned technology by a student in the educational program during the school day must be approved by the student's parent with a signed Agreement governing the use of privately-owned technology. The use of privately-owned technology by the student must also be approved by the teaching staff member responsible for supervising and/or providing the student's instructional program. A teaching staff member may approve or prohibit a student's use of privately-owned technology based on the assignment to the student.

**Use of Electronic Communication & Recording Devices:** "Electronic communication and recording device (ECRD)" includes any device with the capability to audio or video record or is capable of receiving or transmitting any type of communication between persons (**cellular device falls under this policy**). A student's personal ECRD may only be used on school grounds in an emergency situation or before and after the school day or with the permission of a school staff member supervising the student in a curricular or school-sponsored co-curricular activity. The device must be in silent mode during instructional time unless specifically indicated otherwise by a teaching staff member. In addition, inappropriate recordings of educational material, student assessment instruments, and/or student assessment reviews can be used to compromise the integrity of the district's educational program or lead to academic dishonesty in the event such recordings are stored and/or transmitted to other students.

Any type of the above technology must be in silent mode during instructional time unless specifically indicated otherwise by a teaching staff member. Students are prohibited from photographing or videoing anything or anyone unless the photograph or recording is approved and supervised by a teaching staff member. As well as, students shall not transmit, post, or otherwise publicly share photographs or videos that they have taken of any person on school grounds. Similarly, students are expressly prohibited from using privately-owned technology during standardized testing. Unauthorized activation and/or use of any type of the above technology on school grounds may result in confiscation and/or search of the device. The device may be returned to the student or to the parents depending upon the circumstances of the violation. It is considered disobedience if a student when asked, does not hand his/her cell phone to the staff member requesting it. The administration requests that all parent communication occurs through the Main Office and not during instructional time via texting or cellular phone calls.

*Cellular Device Violations:*

**1<sup>st</sup> Offense:** Teacher warning and parent notification

**2<sup>nd</sup> Offense:** Detention, Check the device with the Assistant Principal for a specified period of time, and parent conference

**3<sup>rd</sup> Offense:** Saturday School, Check the device with the Assistant Principal for a specified period of time, and parent conference.

Any violations beyond what is listed above will be referred to the Superintendent and the Newton Board of Education for further disciplinary action.

*The taking of unsolicited pictures or electronic recordings by any device could be considered a form of harassment and unlawful. The Newton Police can be notified and charges could be filed.*

### Library/Media Center

Students are encouraged to use their library in person during open hours of operation, and remotely, at any time, from the [Newton High School Library webpage](#). Please ask any Library staff member for assistance and for any necessary passwords.

*It is a privilege for all patrons to use the library. All patrons are expected to show respect for the rights of others by working quietly and taking care of library materials.*

#### Librarian/Media Specialist

Erin Marmara, Library Media Specialist  
[emarmara@newtonnj.org](mailto:emarmara@newtonnj.org)

#### Hours

Please check the website or posted hours in the library for details.

- All students are asked to sign in and out unless they are with a scheduled class. Passes are to be left at the circulation desk.
- Daily newspapers are to remain in the Library. Articles may be photocopied or obtained and printed out using the online databases.
- No printing of personal materials is permitted without permission.
- Any student who is disruptive will be sent back to his/her class or sent to the Assistant Principal.