



# Newton High School



## Student-Parent Handbook 2017-2018



**BOARD of EDUCATION**

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Jessica Egner, Vice President  
Ed Caffrey  
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Dr. G. Kennedy Greene, Superintendent  
Donna Snyder, School Business Administrator/Board Secretary

**NEWTON HIGH SCHOOL ADMINISTRATION**

Jeff Waldron, Principal  
Samantha Castro, Assistant Principal  
Ryan Hashway, Assistant Principal/Athletic Director

**COUNSELING SERVICES**

Karen Mazur, Coordinator of Guidance  
Lisa Casamassina, Counselor  
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 2017-2018 school year:

Business Hours: Monday - Friday 8:00 am - 4:00 pm  
Check calendar for dates and times

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

**2017 Meeting Dates**

	<u>First Meeting</u>	<u>Second Meeting</u>	<u>Combined Meeting</u>
<b>January</b>	<b>Tuesday 3<sup>rd</sup></b>	<b>Tuesday 24<sup>th</sup></b>	
<b>February</b>			<b>Tuesday 28<sup>th</sup></b>
<b>March</b>	<b>Tuesday 20<sup>th</sup></b>	<b>Tuesday 28<sup>th</sup></b>	
<b>April</b>			<b>Tuesday 25<sup>th</sup></b>
<b>May</b>	<b>Tuesday 9<sup>th</sup></b>	<b>Tuesday 23<sup>rd</sup></b>	
<b>June</b>	<b>Tuesday 13<sup>th</sup></b>	<b>Tuesday 27<sup>th</sup></b>	
<b>July</b>			<b>Tuesday 25<sup>th</sup></b>
<b>August</b>			<b>Tuesday 22<sup>nd</sup></b>
<b>September</b>	<b>Tuesday 12<sup>th</sup></b>	<b>Tuesday 26<sup>th</sup></b>	
<b>October</b>			<b>Tuesday 17<sup>th</sup></b>
<b>November</b>	<b>Tuesday 14<sup>th</sup></b>	<b>Tuesday 28<sup>th</sup></b>	
<b>December</b>			<b>Tuesday 12<sup>th</sup></b>

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

Donna C. Snyder,  
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 at the high school, along with email and voicemail extensions.

## TEACHERS

Last Name, First Name	Department	email	voicemail
Adam, Kate	World Language	kadam@newtonnj.org	3314
Allen, Jennie	21 <sup>st</sup> Century Life & Careers	jallen@newtonnj.org	3547
Bennington, Brian	Technology	bbennington@newtonnj.org	3283
Bollette, Eric	Social Studies	ebollette@newtonnj.org	3291
Bussow, Michael	Science	mbussow@newtonnj.org	3289
Choma, Jack	Special Education	jchoma@newtonnj.org	3545
Christian, Worth	21 <sup>st</sup> Century Life & Careers	wchristian@newtonnj.org	3548
Clark, Jesse	Biology	jclark@newtonnj.org	3501
Coffey, Jennifer	Social Studies	jcoffey@newtonnj.org	3311
Cuozzo, Alexa	Art	acuozzo@newtonnj.org	3540
DaSilva, JoAnn	Social Studies	jasilva@newtonnj.org	3238
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
George, Chris	Special Education	cgeorge@newtonnj.org	3316
Gilchrist, Denise	Math	dgilchrist@newtonnj.org	3581
Gilmore, Cynthia	21 <sup>st</sup> Century Life & Careers	cgilmore@newtonnj.org	3286
Good, Adam	Music	agood@newtonnj.org	3235
Gray-Revoredo, Meg	World Languages	mgray-revoredo@newtonnj.org	3520
Grifone, Michael	Special Education	mgrifone@newtonnj.org	3266
Guerrero, Diana	English	dguerrero@newtonnj.org	3299
Guth, Jessica	Health/Physical Education	jguth@newtonnj.org	3308
Gvoth, Kelly	Mathematics	kgvoth@newtonnj.org	3300
Hannig, Petra	World Languages	phannig-eisenber@newtonnj.org	3326
Hathaway, Alexandra	Math	ahathaway@newtonnj.org	3317
Hauser, Kristen	English	khauser@newtonnj.org	3261
Iliff, Andy	Math	ailiff@newtonnj.org	3491
Justice, Brandy	Special Education	bjustice@newtonnj.org	3534
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
Legon, Elizabeth	World Languages	elegon@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
Meisinger, Ashley	English	ameisinger@newtonnj.org	3269
Miller, Erica	Math	emiller@newtonnj.org	3304
Monaghan, Betty	Science	bmonaghan@newtonnj.org	3522
Mordkoff, Hal	Business	hmordkoff@newtonnj.org	3610
Moretz, Joanne	Social Studies	jmoretz@newtonnj.org	3325
Mull, Jake	Science	jmull@newtonnj.org	3504
Muller, Michael	Health/Physical Education	mmuller@newtonnj.org	3321
Nonemaker, Judy	English	jnonemaker@newtonnj.org	3292
O'Toole, Stephen	Music	sotoole@newtonnj.org	3234
Pakutka, Curt	Health/Physical Education	cpakutka@newtonnj.org	3600
Parker, Glen	Special Education	gparker@newtonnj.org	3123
Pede, Dave	21 <sup>st</sup> Century Life & Careers	dpede@newtonnj.org	3546
Perez, Karen	Science	kperez@newtonn.org	3503
Petersen, Rick	Health/Physical Education	rpetersen@newtonn.org	3248
Rabbitt, Jim	Social Studies	jrabbitt@newtonnj.org	3310
Rimassa, Emily	Health/Physical Education	erimassa@newtonnj.org	3324
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Schultz, Guy .....	Technology.....	gschultz@newtonnj.org.....	3519
Scullin, Brendan .....	Social Studies .....	bscullin@newtonnj.org .....	3278
Seely-Nelson, Karen .....	English.....	kseely-nelson@newtonnj.org.....	3313
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Seryapov, Rose.....	Biology .....	rseryapov@newtonnj.org.....	3513
Stark, Terry.....	Special Education.....	tstark@newtonnj.org .....	3484
Steele, Bambi .....	Health/Physical Education .....	bsteele@newtonnj.org.....	3323
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Torppey, Leesha .....	Math .....	ltorppey@newtonnj.org .....	3256
VanHorn, Nancy .....	Special Education.....	nvanhorn@newtonnj.org .....	3332
Wannemacher, Christopher .....	Science .....	cwannemacher@newtonnj.org.....	3502
Yeager, John .....	Math .....	jyeager@newtonnj.org.....	3319
Yetter, Courtney .....	Science .....	cyetter@newtonnj.org .....	3513
Zuroff, Pete .....	Math.....	pzuroff@newtonnj.org.....	3352

#### GUIDANCE

Last Name, First Name		email	voicemail
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
Mazur, Karen .....	Coordinator of Guidance .....	kmazur@newtonnj.org.....	3277

#### MAIN OFFICE

Last Name, First Name		email	voicemail
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Huber, Lisa .....	Administrative Assistant .....	lhuber@newtonnj.org .....	3221
Vealey, Karen .....	Administrative Assistant .....	kvealey@newtonnj.org .....	3222
Waldron, Jeff .....	Principal .....	jwaldron@newtonnj.org .....	3223
Zvirblis, Carolee .....	Administrative Assistant.....	czvirblis@newtonnj.org.....	3220

#### ATHLETICS

Last Name, First Name		email	voicemail
Hashway, Ryan .....	Assistant Principal/Athletic Director .....	rhashway@newtonnj.org .....	3253
VanLuvender, Richelle .....	Administrative Assistant .....	rvanluvender@newtonnj.org .....	3254

#### CHILD STUDY TEAM

Last Name, First Name		email	voicemail
Nack, Matt .....	School Psychologist.....	mnack@newtonnj.org .....	3282
Suhoke, Kelly .....	School Social Worker .....	ksuhoke@newtonnj.org .....	3280

#### TEACHER ASSISTANTS

Bahoosh, Ed	Narvaez, Christine
Biasi, Cindy	Noggle, Karen
Brunelle, Carla	Panei, Deborah
Eigner, Diana	Papis, Lisa
Fanella, Theresa	Tracey, Cindy
Garrigan, Kathy	Zayac, Thomas
Kane, Tara	
Licata, Mary	

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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, students 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:

1. Students will correctly and confidently use the English language.
2. Students will demonstrate literacy in reading, writing and mathematics.
3. Students will demonstrate a responsible attitude toward the environment.
4. Students will be provided with the techniques, strategies and activities essential to the development of creative and critical thinking.
5. Students will be provided with an environment that fosters responsible attitudes toward self-discipline, self-worth, citizenship and independence.
6. Students will be able to choose a variety of courses/activities to enhance experiences, expand perspectives and become aware of career options.
7. Students will have an opportunity to become aware of the cultural heritage of diverse people.
8. Students will be provided counseling, information and assistance in forming post-secondary plans.
9. Students will be provided with an education coordinated with that which is offered in the elementary schools.

## **CODE OF CONDUCT**

As the student government of our school, Student Council believes that all of us at Newton High School should exhibit TRS (Trust; Respect; Support) and observe the

following standards of behavior:

1. That an atmosphere of positive friendliness for each other and for visitors should be maintained at all times.
2. That participants and spectators should be courteous at all public and athletic events.
3. That quiet, courteous attention should be given in all classes and assembly programs.
4. That each of us will discourage vandalism and graffiti in our school.
5. That the cafeteria be kept clean and neat; all trays/dishes be returned.
6. That proper standard of dress is observed at all times.
7. That the use of intoxicants and/or drugs be discouraged and avoided.
8. That signs of affection should not be displayed in public.
9. That vulgar and profane language is not used in our school.
10. That each of us will help to keep our school clean.

## **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 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 for the improper use of information can be significant.

Cheating:

Including but not limited to:

- Using, possessing, giving, or receiving materials not authorized by the instructor in a testing situation (using notes, textbook, cheat sheets, electronic communications, etc.)
- Giving, sharing, or receiving of information on a test, quiz, homework, project, etc.
- Turning in work for credit that is not one's own without proper citation
- Completing another student's assignment that is turned in for credit
- Turning in the work of someone else as one's own

Plagiarism:

Including but not limited to:



- Using the direct wording of another source without proper documentation
- Paraphrasing without proper documentation
- Using the ideas of another person without proper documentation
- Copying the basic sentence structure of another writer's work by changing some of the words
- Downloading and submitting information (in part or in whole) as one's own work
- Providing incorrect or fictitious information about a source
- Citing a source in such a way as to change the content, meaning, or intention of the source
- Turning in another person's work that is not compatible with the teachers stated parameters and objectives for cooperative learning
- Using internet translation in World Language classes for completing assignments

Consequences:

Including but not limited to:

- The teacher will confer with student if suspicion of a violation arises
- If the teacher believes a violation has taken place, s/he will report same to the Assistant Principal
- The Assistant Principal will investigate and determine the appropriate consequence after conferring with the reporting staff member
- The student may lose partial or full credit for the assignment
- The student's violation may impact club/honor society membership and his/her permanent conduct record
- The student's parents/guardians will be notified of the incident
- A conference between parents/guardians, student, teacher, Assistant Principal, and guidance counselor may be scheduled so that, by mutual efforts, the likelihood of a recurrence will be reduced

## 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 Student Council. It is necessary that members have the discipline and responsibility with which to handle their regular class work in addition to Student Council projects.

## PAST STUDENT COUNCIL PRESIDENTS

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

## CLASS OFFICERS

### CLASS OF 2018

**Advisor:**

President:

Vice President:

Secretary:

Treasurer:

**Jenn Coffey**

Richie Reczka

Abdo Elsaadany

Jehu Jireh Ananoria

Kyle Conway

### CLASS OF 2019

**Executive Council :**

President:

Vice President:

Secretary:

Treasurer:

Public Relations:

**Deborah Sumowski**

Brooke Freund

Michael Rizzo

Gregory Napa

Alexis Bensley

Erin Franchino

### CLASS OF 2020

**Advisor:**

President:

Vice President:

Secretary:

Treasurer:

Public Relations:

**Brandy Justice**

Emily Brothman

Ivy Nisler

Daniel Flores

Brendon Reed

Natalie Schmitt

### CLASS OF 2021

**Advisor:**

President:

Vice President:

Secretary:

Treasurer:

Public Relations:

**Kate Adam**

Kirk Avongdolio

Celia Reynolds

Katelyn McDade

Luke Bandel

Elissar Abou-Jaoude

## High School Bell Schedules

<b>Regular Day</b>	<b>Club Schedule Per 1</b>	<b>Delayed Opening</b>	<b>Early Release A</b>	<b>Early Release B</b>
42 minute periods	40 minute periods	29 minute periods	37 minute periods	23 minute periods
4 minute passing	4 minute passing	3 minute passing	4 minute passing	4 minute passing
5 minute homeroom	5 minute homeroom	2 minute homeroom	5 minute homeroom	4 minute homeroom

HR	7:40 - 7:45	HR	7:40- 7:45	HR	9:40- 9:42	HR	7:40- 7:45	HR	7:40- 7:44
1	7:45 - 8:27	1	7:45- 8:47	1	9:42-10:12	1	7:45- 8:20	1	7:44- 8:07
2	8:31 - 9:13	Club	8:22- 8:47	2	10:15-10:44	2	8:24- 9:01	2	8:11- 8:34
3	9:17 - 9:59	2	8:51- 9:30	3	10:47-11:16	3	9:05- 9:42	3	8:38- 9:01
4	10:03 -10:45	3	9:34-10:13	4	11:19-11:48	4	9:46-10:23	4	9:05- 9:28
5	10:49 -11:31	4	10:17-10:57	5	11:51-12:22	8	10:27-11:04	5	9:32- 9:55
6	11:35 -12:17	5	11:01-11:41	6	12:25-12:56	9	11:08-11:45	6	9:59-10:22
7	12:21 - 1:03	6	11:45-12:25	7	12:59- 1:30			7	10:26-10:49
8	1:07 - 1:49	7	12:29 - 1:09	8	1:33- 2:02			8	10:53-11:16
9	1:53 - 2:35	8	1:13 - 1:52	9	2:05- 2:35			9	11:20-11:45
		9	1:56 - 2:35						

40 minute periods / 4 minute passing / 5 minute homeroom

<b>Club Schedule Per 2</b>	<b>Club Schedule Per 3</b>	<b>Club Schedule Per 4</b>			
HR	7:40 - 7:45	HR	7:40 - 7:45	HR	7:40 - 7:45
1	7:45 - 8:22	1	7:45 - 8:22	1	7:45 - 8:22
2	8:26 - 9:30	2	8:26 - 9:05	2	8:26 - 9:05
Club	9:05 - 9:30	3	9:09 - 10:13	3	9:09 - 9:48
3	9:34 - 10:13	Club	9:48 - 10:13	4	9:52 - 10:57
4	10:17 - 10:57	4	10:17 - 10:57	Club	10:32 - 10:57
5	11:01 - 11:41	5	11:01 - 11:41	5	11:01 - 11:41
6	11:45 - 12:25	6	11:45 - 12:25	6	11:45 - 12:25
7	12:29 - 1:09	7	12:29 - 1:09	7	12:29 - 1:09
8	1:13 - 1:52	8	1:13 - 1:52	8	1:13 - 1:52
9	1:56 - 2:35	9	1:56 - 2:35	9	1:56 - 2:35

## ACADEMIC PROGRAM

It is recommended that students, particularly those planning to enroll in some form of post-secondary education, 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 post-secondary program should have completed the following as part of their high school program:

- A. Four years of English
- B. Four years of Mathematics
- C. Three years of Social Studies
- D. Four years of Science
- E. Two (preferably three) years of the same Foreign Language
- F. One half year of Financial Literacy or Economics
- G. Study in elective areas of interest (e.g., Agricultural Technology, Computer Technology, Consumer & Family Sciences, Vocal/Instrumental Music, Art).
- H. 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 deficit.

## ADMINISTRATIVE RULES & REGULATIONS GOVERNING THE CUTTING OF CLASSES AND TRUANCY

New Jersey school attendance laws are violated whenever a student is truant or whenever a class is cut. Truancy is defined as an unauthorized absence from school. A cut is defined as an unauthorized unexcused absence from class. Note should be made that a truancy is equivalent to one (1) class cut for each class missed.

### PROCEDURE

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, he/she 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. Normally, the procedure regarding class cuts for a full year course shall be as follows:

- **FIRST CUT:** Student conference with the Assistant Principal; two (2) detentions and an alert sent home.
- **SECOND CUT:** Loss of credit for particular course; an alert sent home notifying parent(s); In-School Suspension or Saturday School assigned; and student/counselor conference.
- **CUT RETRIEVAL:** If a student has accumulated two (2) cuts, he/she may retrieve one cut and retain credit in the class. To retrieve one (1) cut, a student must **NOT CUT ANY CLASS** for the remainder of the school year, and he/she will be granted relief. **NOTE: This retrieval method can be used only once per class.**
- **THIRD CUT:** Loss of credit for that particular course; letter and an alert sent home notifying parent(s)/guardian(s), an In-School Suspension assigned; and a student/counselor conference.

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 for the next school year. There are four options, which can be exercised in order to regain credit for the course(s) in which credit was lost during a particular school year due to cutting. Please refer to the process listed on page 7. Students must complete assignments missed because of their absence. Students absent from school for any reason shall be given an opportunity to make up work they have missed in accordance with guidelines established by the classroom instructor. The failure of the student to complete work so assigned will be considered as a factor in the term grade for the course. The only exception to making up all work missed is that students who cut or who are truant may not make up work missed on the day(s) of the cut or the truancy.

## ALTERNATE READING PROCEDURE

If upon review of an assigned reading a parent/guardian has a philosophical objection to it, he/she 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.

## ATTENDANCE

### POLICY

- The laws of the State of New Jersey require regular attendance of all students enrolled in the public schools.
- The Newton Board of Education believes regular attendance in class, participation in class activities and interaction between student and teacher are vital and integral parts of the learning process. The Newton Board of Education believes excessive absences warrant administrative action.

### UNEXCUSED ABSENCES THAT COUNT TOWARDS TRUANCY

- “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” as defined below under **Excused Absences**. “Truancy means ten or more cumulative unexcused absences that count towards truancy of a student between the ages of six and sixteen.”
  - **EXCESSIVE UNEXCUSED ABSENCES THAT COUNT TOWARDS TRUANCY**
    - Any student 15 years of age or younger who has accumulated ten (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 ten (10) cumulative absences or cuts may be reported to crisis intervention and may be summoned to Juvenile Court.
    - Any student 16 years of age or older who accumulates ten (10) consecutive cumulative absences or demonstrates random attendance patterns will be notified by certified letter that if there is no improvement within ten (10) days of notification, student will be removed from the rolls of Newton High School.

### EXCUSED ABSENCES

- Student illness, supported by parent notification upon student’s return to school.
- Observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16.
- Student required attendance in court supported by a copy of the court notice.
- 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.
- Student suspension from school.
- Family illness or death, supported by parent notification upon the student’s return to school.
- Visits to post-secondary educational institutions (3 per year allowed for Juniors and Seniors) supported by a letter from the institution.
- 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.
- Examination for a driver’s license supported by license or other documentation from D.M.V.

- 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.
- Take our child to work day supported by a note from parent or employer.
- Absence considered excused by a New Jersey Department of Education rule.
- 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.

#### **ADMINISTRATIVE GUIDELINES - GRADES 9-12**

1. Absences include full day absences and partial absences from individual classes that result in fifteen minutes or more of the period being missed.
2. A student returning from an absence of any length of time for it to be considered an excused absence, must provide a written statement that is dated and signed by the parent/guardian, stating the reason for absence.
  - a. A note explaining a student's absence for a non-communicable illness for a period of more than five (5) school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.
  - b. 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 8451.
3. All work missed due to absences can be made up but must be done at the initiative of the student.
4. Students who cut classes or who are truant may not make up the class work missed at the time of the cut or truancy.
5. Cuts are considered cumulative/unexcused absences.
6. Students who come to school late MUST sign in at the Main Office.
7. 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:
  - a. Full year course -----14 days.
  - b. Semester (½ year) course----- 7 days.
8. Parent(s) and/or adult students will be notified daily of absences by instant message.
9. The Assistant Principal will meet with each student at the end of each marking period if he/she is at or above the amount allotted for cumulative/unexcused absences; four (4) at the end of the first marking period; seven (7) at the end of the second marking period; and ten (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.
10. Parent(s) and or adult students will be notified via instant message at the conclusion of the school year regarding credit lost due to excessive absences.
11. Students who are chronically late to a particular period(s) will receive a cut for that specific class or classes. Five (5) lates will constitute one (1) cut. Ten lates will constitute a 2<sup>nd</sup> cut and possible loss of credit.

#### **METHODS TO REGAIN/RETRIEVE CREDITS**

There are four options, which can be exercised in order to regain credit for the course(s) in which credit was lost during a particular school year due to excessive absences.

1. Student may take the course which credit was lost in summer school, providing he/she remained in the course for the entire school year and did not exceed 30 cumulative absences (15 cumulative absences for a semester course), and earned a minimum numerical average of "50".
2. Student may repeat the course during the next school year.

3. **Credit Retrieval Process** - Any student who has lost credit in one or more course(s) because of **excessive absences** may retrieve the credit for those classes at the end of the next school year, providing a passing grade was attained when the course was initially taken. Credit for courses graded "EA" may be retrieved by not exceeding nine (9) cumulative absences in any one course during the next school year. If a student is successful in regaining lost credits by following the guidelines of the retrieval process, but has already successfully repeated the course, the **higher** grade earned in the two courses will be noted on the permanent record and a grade designation of "H" (Audit-No Credit) shall be noted for the other course. Credit is earned only once. Credit for courses graded (EC) for **excessive cuts** may be retrieved by not cutting one class during the next school year. **NOTE:** If a student on credit retrieval has more than 9 unexcused absences but less than 14 unexcused absences, they will still receive an "F" and lose credit for a course or courses taken the previous year. However, they will retain the grade(s) and credits(s) for a course or courses in the current academic school year. It should also be noted that if a student loses credit due to excessive absences and/or excessive cuts, those credits can be retrieved through the Attendance Appeals Committee process or summer school.
4. Senior Attendance Appeal (Attendance Appeal Process/Timelines)
  - A. Initial senior appeals regarding the loss of credit due to excessive cumulative absences and excessive cutting must be made to the Assistant Principal.
  - B. Seniors who have not fulfilled the requirements of the attendance policy will receive a final notification from the Assistant Principal before the start of final examinations. At this time, seniors may appeal graduation denial to the Assistant Principal. If the appeal is denied, the Assistant Principal will explain the next step in the appeal process. **NOTE:** A decision to appeal must be made in writing within 24 hours to the Attendance Appeals Committee.
  - C. If a decision is made by the student to appeal, the Assistant Principal will convene the Attendance Appeals Committee who will hear the appeal.
  - D. Appeals to the Attendance Appeals Committee must be accompanied by the following: (a) a narrative which contains the reason(s) the appeal is being initiated and (b) the circumstances (in detail) which warrant the appeal to be granted; i.e., extenuating circumstances, etc. It is strongly recommended that the student bring an advocate to the hearing; e.g., parent(s), guardian(s), friend, attorney, an adult who could assist in terms of clarification, etc. Failure to comply with the process as delineated could result in a decision being rendered upon a technical, rather than on a substantive basis.
  - E. If denied by the Attendance Appeals Committee, the student may appeal to the Principal. Said notification to appeal must be in writing, inclusive of documentation, reasons, extenuating circumstances, etc. Also, all documentation, narratives, etc., submitted to the Attendance Appeals Committee will be forwarded to the principal for review before the appeal.
  - F. If denied by the Principal, the student may appeal to the superintendent. All procedures as stated in Section E will be implemented.
 

First Appeal	Assistant Principal
Second Appeal	Graduation Committee
Third Appeal	Principal
Fourth Appeal	Superintendent

### **CUMULATIVE ABSENCES TOWARDS TRUANCY**

Examples of this type of absence, but not limited exclusively to the following, are listed below:

- A. Illness without written verification from a physician or parent/guardian.
- B. Family vacations
- C. Cuts
- D. Family errands
- E. Shopping
- F. Working at home
- G. Outside employment



- H. Automotive failure
- I. Medical exemption from physical education which carries over from one year to the next without a physician's note for the next school year.
- J. Dismissal from school as a result of request to be sent home through the office of the school nurse.

**NOTE:**

- Two cumulative tardies (late to class 15 minutes or less) equals one cumulative absence. **A tardy exceeding 15 minutes constitutes one cumulative absence.** Five (5) tardies to a class may result in the student receiving a cut.
- 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 test, medical or dental appointments, attendance at religious services, etc., the school shall be notified in advance of such absences by 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/cutting 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.
- At the discretion of the Assistant Principal, a student may report to no more than three (3) Saturday Schools to make up unexcused absences or tardies. See Saturday School for more information.
- Student's bus arrives at school and student leaves. This will be considered truancy and the student will receive cuts in all of his/her missed periods.

### **BUS RULES**

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 in school. For the safety of all passengers, students shall adhere to the following:

1. Enter and leave the bus in an orderly fashion.
2. All students will be seated when the bus is in motion.
3. Conversation will be of a reasonable tone. There should be no shouting, calling out to a passerby, or profane/abusive language.
4. 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 of said student would be requested to provide alternate transportation for the student.

### **CAFETERIA**

Cafeteria service is provided by Sodexo. 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 you to pay online 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](#).

**BEHAVIOR:** Students are encouraged to avail themselves to the cafeteria lunch program. It is expected the cafeteria will 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 effect 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.

### **CELLULAR PHONES & RECORDING DEVICES**

The Newton Board of Education, in conjunction with New Jersey State law, **does** allow students to have cell phones in their possession during school hours. However, all students' cell phones must be turned off and out of sight once they enter school grounds until 2:35 pm, except when otherwise directed by an instructor and/or our lunch personnel. This policy includes any electronic device, which has the ability to record visual images and/or sound. Unauthorized activation and/or use of cell phones on school grounds may result in confiscation and/or search of the cell phone. The cell phone 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 simple rule to be followed about cell phone use is to always ask for teacher permission.

#### **CELL PHONE VIOLATION PENALTIES:**

- **1<sup>st</sup> Offense:** Warning and parent may have to come to school to pick-up the phone.
- **2<sup>nd</sup> Offense:** Two Main Office detentions/Check phone with Main Office for period of time
- **3<sup>rd</sup> Offense:** Out of school suspension/Saturday School.

Parents **PLEASE DO NOT CALL OR TEXT YOUR STUDENT ON THEIR CELL PHONE DURING SCHOOL HOURS.** You can call the school for any situation and we will contact your son/daughter and have them call you from the Main Office.

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

**NOTE: The taking of unsolicited pictures or electronic recordings by any device could be considered a form of harassment and unlawful. In these cases the Newton Police will be notified and charges could be filed.**

### **CHEATING/PLAGIARISM**

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 directions of the teacher, the giving of quiz, test or examination answers to others, the 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 and 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 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 as noted on page 14. Student appeals of charges of plagiarism shall be handled through the Student Grievance Procedure described in this Parent/Student Handbook.

## DISCIPLINE/PUNISHMENT

Throughout this handbook, various school regulations are described, as are consequences for infractions. All disciplinary measures are transacted within the policy parameters of BOE Policy 5600-“Student Discipline/Code of Conduct”.

### LEVELS OF CONSEQUENCES:

- **Level 1: Warning for Minor Offenses**
- **Level 2: Detention with Parent Notification:** Detention may be assigned by the individual teacher or as a school detention by the administration. Teacher detentions are conducted on an individual basis by the teacher with the student(s). A school detention may be assigned only by the administration. Parents will be notified if a detention is assigned as a result of cutting class or at the discretion of the teacher or administrator.
  - **First cut of school:** Two detentions
  - **Second cut of school:** Suspension with parent conference/Saturday School.
- **Level 3: Suspension In/Out-of-School:** This action involves a suspension from the normal schedule of school for the duration of time. Students have the responsibility to make up work missed during suspension. A parent conference may be required with the Principal or Assistant Principal before the student can be reinstated. 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.

## CLASS RANK

At the conclusion of each academic year, academic position relative to others in your class is calculated (class rank) and means that you, for example, rank 25th from the highest academically in a class of 250 students. This is shown as 25/250 (you rank in the top tenth of your class). Class rank is likely to change each year as previous year's academic achievements are considered. Class rank involves the calculation of your "grade point average" which is arrived at by using the following tables:

<b>Grade Designations</b>		<b>Quality Pts. Adv. CP/CP</b>	<b>Quality Pts. Honors</b>	<b>Quality Pts. AP</b>	<b>Graduation Credit</b>
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
S	Satisfactory (Not computed in class rank)	Yes
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:

<b>Course</b>	<b>Final Grade</b>	<b># of Credits</b>		<b>Quality Pts. Per Credit</b>		<b>Quality Pts. Per Course</b>
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

**Weighted GPA** = Total Quality Pts. ÷ Total Credits = 119.998 ÷ 40 = 3.000

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

<b>Course</b>	<b>Final Grade</b>	<b># of Credits</b>		<b>Quality Pts. Per Credit</b>		<b>Quality Pts. Per Course</b>
English IV AP	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 IV	C+	5	x	(2.333 + 0.8) or 3.133	=	15.665



any computer with web access. Naviance keeps track of recent NHS college applications, student statistics and admissions decisions. Students and parents now have access to a wide range of college admissions information. Click [here](#) to access NAVIANCE Family Connection

### **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 second full week of school in September has been established as the cutoff date for those students who wish 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 are reminded to schedule an appointment with their guidance counselor if they wish to discuss a schedule change. Not all changes are automatically granted. All work missed due to enrolling in a course after it has begun must be made up in order to fulfill course requirements.

### **DANCES: RULES AND REGULATIONS**

- 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.
- 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.
- All school rules are in effect.

### **DETENTION**

Morning detentions will be served from 7:05 to 7:35 a.m. and afternoon detentions will be served from 2:40 to 3:10 p.m. Failure to serve assigned detentions shall result in the assignment of In-School or Out-of-School Suspension or Saturday School. Students are expected to be on time to detention and have academic work to do. Students who do not bring work will participate in an online behavioral intervention computer program. Failure to do either shall result in In-School Suspension or Saturday School.

### **DISCIPLINE/PUNISHMENT**

Throughout this handbook, various school regulations are described, as are consequences for infractions. All disciplinary measures are transacted within the policy parameters of BOE Policy 5600-“Pupil Discipline/Code of Conduct”

- **Level 1: Warning for Minor Offenses**
- **Level 2: Detention with Parent Notification**

Detention may be assigned by the individual teacher or as a school detention by the administration. Teacher detentions are conducted on an individual basis by the teacher with the student(s). A school detention may be assigned only by the administration. In either case the parent will be notified of the reason for and the specific details of the detention. For cutting classes and truancy please refer to page 5: Administrative Rules and Regulations Governing the Cutting of Classes and Truancy.

- **LEVEL 3: Suspension In/Out-of-School:**

This action involves a suspension from the normal schedule of school for the duration of time. Students have the responsibility to make up work missed during suspension. A parent conference may be required with the Principal or Assistant Principal before the student can be reinstated. 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.

### **ELECTRONIC DEVICES-PERSONAL**

Personal Electronic Devices cannot be used on school grounds between the hours of 7:40am to 2:35pm unless teacher permission has been given. Students are encouraged to keep their electronic devices in their lockers. An exception to the 7:40am to 2:35pm rule is a student's lunch period, study hall or by teacher discretion. Electronic devices, including accessories such as earpieces and headsets, should not be seen or heard without permission from the instructor. Headsets/earpieces being used in the halls are a safety risk and are not allowed.

### **ELIGIBILITY - ATHLETIC/CO-CURRICULAR - GRADES 9-12**

**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 schools non-athletic activities must meet the credit eligibility requirement 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, they may not compete in games or scrimmages until they meet the credit eligibility criterion. Students who are participating in non-athletic activities, such as plays and clubs, cannot attend any meetings or practices until they meet the credit eligibility criterion.

**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/all of the credits can be retrieved through 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 he is passing six 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 out of school 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.

### **ELIGIBILITY – STUDENT**

Each student enrolled at Newton High School must maintain eligibility to participate in athletics, extra-curricular activities (clubs) and school based activities (field trips/dances). 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, he/she becomes ineligible. Athletic eligibility is explained above and is based on credits. For behavioral and/or attendance reasons, the term of ineligibility will be determined by the assistant principal and will be based on a case by case basis. Newton High School operates on a Trust, Respect and Support foundation and feels that the eligibility requirements explained here will assist in promoting student recognition and success.

## **EMERGENCY RESPONSE POLICY**

In the event of an emergency, a response plan has been developed by the administration. When an emergency situation is declared, students will be required to follow all directions given by the staff.

## **EXPLOITATION**

The Newton Board of Education prohibits the taking of pictures of district pupils and buildings for commercial purposes without the written approval from the Superintendent and parents.

## **FINAL EXAMINATION ABSENCE**

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 yearly grade. 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.

## **FINAL EXAMINATION EXEMPTION**

The parameters for the Final Examination Exemption are as follows:

- For Seniors or AP Students
  - "A" 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 half year course.
- For All students
  - Participation in an alternate assessment as approved by administration.

## **FIRE/ SECURITY DRILLS**

Routine fire drills and security drills are an important part of the school safety & security plan at Newton High School. New Jersey Statute 18A:41-1 indicates all high school students and personnel are directed to comply with the statutes regarding "Fire Drills and Security Drills". State law requires schools to conduct at least one fire drill and one school security drill each month within school hours.

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.

A security drill is an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation or lockdown.

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.



## GRADE PLACEMENT

Actual grade placement is based on credits earned:

- To be eligible for sophomore status, a student needs 30 credits at the completion of his/her freshman year.
- To be eligible for junior status, a student needs 60 credits at the completion of his/her sophomore year.
- To be eligible for senior status, a student needs 90 credits at the completion of his/her junior year.
- 130 credits are needed for graduation.

## GRADING POLICY/PROCEDURES

1. **Report cards** will be issued at approximately ten-week intervals.
2. **There will be a common grade reporting system for students 9-12** that can be accessed through the [newtonnj.org](http://newtonnj.org) website. Once on the website, click on the link for parents/students and then click on portal.
3. A student will receive a **separate grade** or other designation **for each course** in which he or she is enrolled.
4. 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.
5. **Grading procedures will be posted by each teacher.**
6. It is recommended that at the **close of the marking period**, the teacher discuss with each student, individually, his or her grade for that particular period and also inform the student of the numerical average of the grade.
7. **Evaluation of Students:** Every teacher who grades students develops a system of measurement which must be 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. When approved, the grading system will be in written form and will be made available to each concerned student and/or his or her parents. If subjective judgment is a factor in determining a grade, the factor and its weight must be clearly identified and described. The teacher will maintain the right and responsibility for assigning the grade and/or evaluations of his or her own students.
8. **Final Examinations:** A final examination, written or performance shall be given in each subject with the exception of Physical Education and Senior Service. All students are required to take a final examination. However, seniors only, who achieve specified qualifications, may be exempt from a final examination. The degree to which final examinations will count as part of the final grade (up to 1/5 only) is determined by the department faculty. Absence from final exam must be accompanied by a doctor's note or will be considered a cut and a "0" for the final exam grade.
9. **Mid-Term Examination:** A mid-term examination may be given at the discretion of the subject area teacher.
10. The **final grade** of the year will reflect four quarters' grades, final examination grade, and mid-term examination grade if one is given.
11. A student or parent may **request** from the teacher **the method** by which the grade was determined. Upon that request, the teacher will indicate the various elements and percentages of the numerical average.
12. **Grade Review:** After appropriate conferences with 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 be made up of:
  - One teacher from the involved department, but not the teacher who gave the grade.
  - The building coordinator of the involved areas, unless said person's grade is the one being reviewed.
  - A minimum of three building coordinators.

- A guidance counselor.
  - The Principal or designee.
  - Committee will hear all interested parties, collect pertinent evidence, and after deliberation, offer a final grade which will be binding on all parties.
13. **Repeating a Course for Grade Improvement:** Any course which is repeated for a 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 an historical record of all academic endeavors attempted by a student while he/she is registered at Newton High School.
  14. **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.
  15. **Class Rank** is the student's academic position relative to other students in his or her class and is computed at the conclusion of each academic year. A detailed explanation of the manner in which a cumulative average and an accompanying class rank are obtained is contained in a preceding section of this Handbook.
  16. **For determination of class rank,** Honors/AP courses shall carry an additional weight (.8 for Honors, 1.0 for AP) when grade earned is an "A," "B," or "C." Grades "D" and "F" in Honors/AP courses shall not receive additional value points.
  17. **Honors Courses** are designed to accommodate academically talented students, planned as intensive courses of study and conducted at an accelerated pace. Teacher recommendation is required for Honors placement.
  18. **Advanced Placement Courses** are selected with the intention of taking the AP Tests for those courses.
  19. **Homebound Instruction** is provided for students who are injured with medical recommendation/approval or too ill to come to school or for reasons deemed necessary by the administration. Parents and tutors will confer regarding days and times of instruction. It is the joint responsibility of the tutor and the classroom teacher to confer so that appropriate materials are provided to the student. Consultation is used in arriving at methods of evaluation. The actual assignment of the student's grade shall be the responsibility and prerogative of the classroom teacher. When appropriate, an alternate, electronic educational program may be utilized.
  20. **In addition to the regular grading scale,** there will also be a grade of **Incomplete (I)** and a grade of **Withdrawal (W)**.
    - A. An Incomplete will be given when the student has unfinished course assignments due to circumstances beyond his or her control (extended illness, surgery, accidents). For the first, second and third marking periods, 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 marking period or for the year must be removed within two weeks following the last day of school. **NOTE:** Deadlines may be extended for extenuating circumstances.
    - A. A student may withdraw from a course without penalty before one quarter of the course time has elapsed. He or she 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. Additionally, individual departments (i.e., Math) have specific regulations regarding change of courses that impact on the withdrawal policy.
  20. **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. Click [here](#) for the After School Tutoring Program.

## GRADUATION REQUIREMENTS

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:

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

### **HARASSMENT-INTIMIDATION-BULLYING**

The Newton Board of Education prohibits acts of harassment, intimidation or bullying of any pupil at any time which substantially disrupts or interferes with the orderly operation of the school or other students. In accordance with District Policy 5512, consequences may be imposed for acts of harassment, intimidation or bullying that occur off school grounds; including but not limited to the use of electronic devices to harass, intimidate or bully.

More information and forms can be accessed by clicking on the link: [HIB District Policy and Forms](#)

### **HIGH SCHOOL RECORD**

Beginning freshman year at Newton High School and ending with the completion of your senior year, a record of your academic status is maintained in a cumulative file in the Counseling Services Office. This information is ultimately contained in what is referred to as your secondary school "transcript." Your transcript, which is an 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, to potential employers, or to the armed services. Your record, or transcript, therefore, plays a very important role in determining whether or not you attain the career objectives you are pursuing. People will be making decisions about you and your abilities from information contained on your high school transcript. As a general rule, a transcript evaluator will take a dim view of your potential if your four-year record shows a decline in academic performance or a weak quality of courses carried. However, an upswing in academic performance from the freshman to the senior year is judged very favorably and will prove to be beneficial to you.

Specific data contained on your transcript includes the following:

- 1. name, address, date of birth, date of graduation and other identifying data.
- 2. final grades in courses attempted and number of credits you have earned (Honors and AP courses are so designated).
- 4. unofficial standardized test scores (SAT, SAT II, ACT, etc.) Official scores are submitted directly to colleges and universities by the student.
- 5. class rank and GPA.
- 6. notation of the school's grading scale.

### **HONORS/ ADVANCED PLACEMENT/ CONCURRENT COURSES**

#### **HONORS COURSES:**

Advanced Art

English I, II, III

Plane Geometry

World History

Algebra I, II  
Biology I  
Chemistry I  
Choir

Environmental Science  
Forensic Science  
Intro to Humanities  
Physics I

PreCalculus  
Video Production & Design  
Western Civilization I, II  
Wind Ensemble

**ADVANCED PLACEMENT COURSES:**

Biology II  
Calculus  
Chemistry II

English Lit. & Comp.  
English Lang. & Comp.  
Environmental Science

Music Theory  
Physics II C: Electricity & Magnetism  
Physics IIC: Mechanics

Studio Art  
U.S. Government & Politics  
U.S. History I, II

**SYRACUSE UNIVERSITY CONCURRENT PROGRAM:**

Honors Adv. French  
Honors Adv. German

Honors Adv. Spanish  
Desktop Publishing & Web Design

**SUSSEX COUNTY COMMUNITY COLLEGE CONCURRENT PROGRAM:**

Calculus  
Intro. to Agriscience

Intro. To Business  
Intro. To Soil Science

PreCalculus  
Western Civilization

**NOTE:** 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 accomplishments and individual 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)

### 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. **Important:** 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.

### INCLEMENT WEATHER/SCHOOL CLOSING

In the event the Newton School District schools should be closed due to inclement weather or other emergency, announcements will be made via instant alert, Newtonnj.org and on WSUS 102.3.

## INTERNET/ TECHNOLOGY USE RULES

### ACCEPTABLE/SAFE USE:

The following actions (not exhaustive) constitute acceptable use of the computer resources.

1. Be polite and show respect
2. Use kind and proper language
3. Treat others and equipment with respect
4. Obey rules
5. Be honest
6. Use computer for educational purposes only
7. Do not disclose personal information
8. Do not give out over the Internet personal information about you or others, such as address, phone number or passwords.
9. Research for assigned classroom projects
10. Use of internet solely for educational purposes

### UNACCEPTABLE USE:

The following actions (not exhaustive) constitute unacceptable use of the computer resources:

1. Antisocial, offensive, harassing, defamatory or unethical behavior
2. Activities that violate laws or regulations
3. Unauthorized access to any networking or computing resource
4. Use of the Internet for obtaining or distributing pornographic or sexually oriented materials is strictly prohibited.
5. Posting, sending, receiving and storing or printing copyrighted materials without permission and/or proper citation
6. Falsifying one's identity to others while using the internet
7. Chat rooms
8. Chain letters
9. Vandalism
10. Abusive downloading
11. Destruction of equipment
12. Computer viruses

## LEAVING THE 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 student's parent/guardian.** Any student who leaves school grounds without permission or after being denied permission is considered truant and will incur cuts in all missed classes. These requests must be confirmed through the Main Office before such requests will be honored.

**NOTE:** 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.

## LIBRARY PROCEDURES FOR STUDENTS

Students are encouraged to use their library in person during open hours of operation, and remotely, at any time, from the [Library web site](#) via the Internet. 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.*

1. Hours of Operation: 7:15 a.m. to 3:00 p.m.; unless otherwise posted.
2. All students are asked to sign in and out, unless they are with a scheduled class. Passes are to be left at circulation desk.
3. Students may use computers for reports, letters, research and internet use.
4. No printing of personal materials is permitted without permission. A fee of \$.10 per page will be charged for personal photocopies. Reference materials may be copied for free.
5. A current Acceptable Use Policy Internet contract, signed by a parent/guardian, must be on file in order to use the Internet.
6. Students may retrieve and sign out Vertical File materials. Please leave the folder in place.
7. Fire Drill: There are two fire exit doors along the exterior wall. Students in the computer lab section of the library must exit through the fire door in that area. Students are to gather at the bottom of the hill near the entrance to A-Level.
8. Daily newspapers are to remain in the Library. Articles may be photocopied or obtained and printed out using the online databases.
9. Any student who is disruptive will be sent back to his/her class or sent to the Assistant Principal.

## LOSS OF EXTRA-CURRICULAR ACTIVITIES/ PRIVILEGES

A student at Newton High School may be suspended from specific school privileges and participation in any or all extracurricular activities including but not limited to graduation exercises, trips and the junior/senior prom for violation of the Student Code of Conduct, health reasons or poor attendance. The Principal or his designee may withdraw specific school privileges from students who exhibit continued inappropriate behaviors especially that of insubordination, willful disobedience, harassment, fighting or simple assault.

## MEDICAL EXCUSE - PHYSICAL EDUCATION

1. Medical excuses from Physical Education expire at the end of the school year. If an exemption is necessary for the next year, a new note must be submitted.
1. Any student needing continued medical exemption who does not submit a current note in September will receive a cumulative absence for each day out of Physical Education until a new note is received, effective September 15 of the new school year.

## NATIONAL HONOR SOCIETY SELECTION PROCESS

1. To be eligible for consideration of selection to 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 for the term completed prior to the induction date. **Note:** Grade point average is not rounded up.
2. Data sheets 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.
3. 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 have 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. An average is thus derived. **Note:** A minimum of 3.00 in character is required in order for the candidate to be considered further.

4. After reading the service narratives and reviewing the information provided on the data sheets, 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.
5. 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.
6. 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
7. The Honor Society Advisor will meet with unsuccessful candidates to address questions/concerns they may have, and to suggest opportunities for improvement.
8. Juniors who were unsuccessful candidates can re-apply in the fall of their senior year.

### 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, and that the school monitor those students and their presence on campus during lunch period.

### PARKING REGULATIONS

Seniors wishing to drive to school and park on school property must obtain a registration form and parking decal from the Main Office. This form is 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 of 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, EQUIPMENT, ETC.

Should a theft 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**. As a point of information, a homeowner's policy may assume responsibility for individually owned items - assuming, of course, such a policy has, in fact, been purchased. For security reasons, if it is necessary for a student to bring a large sum of money or equipment to school, he/she should check the money or equipment with the personnel in the Main Office for placement in the vault.

**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 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.**

## PPRA AND FERPA RIGHTS

### 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:

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

This requirement also applies to 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) afford parents and students under 18 years of age ("eligible student") certain rights with respect to the student's educational records. These rights are:

1. 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.
2. 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 student may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of record they want 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 hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. 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 education interests. These officials are defined as personnel with assigned educational responsibility for the student.
4. The right to file a complaint with U.S. Department of Education concerning alleged failures by the school to comply with FERPA requirements.
5. 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.

### SATURDAY SCHOOL

Saturday School is an alternative disciplinary option for certain school offenses and may also be used for attendance makeups. 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*. Students who wish to make up **one (1) unexcused absence or three (3) tardies to school**, upon approval from the Assistant Principal or Principal, may attend Saturday School three times during the school year. 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:** 8:30 a.m. - 11:30 a.m.

**Procedures:** You must arrive by 8:30 a.m. You must bring enough school work to last until 11:30 a.m. You must leave the building and school property promptly when dismissed. **All provisions in the Student Handbook are in effect.**

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: [scastro@newtonnj.org](mailto:scastro@newtonnj.org) to reschedule your child's Saturday School.

### SCHOOL LOCKS AND LOCKERS

Lockers are provided for storage and protection of school and personal property. It should be clearly understood that lockers are not "student lockers," but they are, 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. In order to prevent thefts, the combination to the lock 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 search 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 up all valuables while in gym 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 school.** DO NOT SHARE YOUR LOCKER OR YOUR LOCK. Students, who participate in a sport, will have access to a sport 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/STOLEN ITEMS LEFT IN THE LOCKER ROOM.**

### SCHOOL PROPERTY/LITTERING

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. 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 a detention to a suspension and a loss of privilege to leave the cafeteria. In accordance with the New Jersey School Law, Title 18:37-3, "Parents are responsible for any school property lost or damaged by a student." In addition to the responsibility of compensation for damages, malicious damage or destruction of school property will also result in

suspension from school and police notification.

### **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 [www.2NDFLOOR.org](http://www.2NDFLOOR.org) for more information and try the message board.

### **SMOKING & E-CIGARETTES (Electronic Smoking Devices)**

The Board of Education recognizes that the use of tobacco/e-cigs in any form is dangerous to your health. Use of tobacco/e-cigs is prohibited in school buildings and on school grounds at all times. Anyone smoking tobacco/e-cigs during the school day will be subject to suspension and possible court action. The use of tobacco/e-cigs is prohibited on school grounds by adults as well. Furthermore, the use of e-cigs with a liquid attachment may be handled in the same manner as the use of an illegal drug.

### **SPECIAL SERVICES DEPARTMENT – NEWTON PUBLIC SCHOOLS**

Halsted Middle School, 59 Halsted Avenue, 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 three to 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

### **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. Remember: 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. You may obtain a claim form from the school nurse. Please be advised that there are limits to the coverage provided that may not cover all medical/dental expenses. In addition, a 24 hour wrap around coverage insurance policy to add to school-time coverage provided by the school may be purchased for an annual premium of approximately \$92. Information describing this coverage is available at <http://www.bollingerschools.com/site/>.

### **STUDENT CONSEQUENCES; DETENTION; SUSPENSION; EXPULSION**

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

- A. Continued and willful disobedience.
- B. Open defiance of authority of any teacher or person having authority over him/her.
- C. Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils.
- D. Willfully causing or attempting to cause substantial damage to school property.
- E. Participation in an unauthorized occupancy.
- F. Inciting misbehavior of any type.
- G. 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.
- H. Possession of any type of electronic communication device used improperly.
- I. Smoking in school or on school property.
- J. Failure to attend to disciplinary assignments.

- K. Leaving the school building or grounds without permission, or being in the parking area without permission.
- L. Failure to report to the Attendance Office when tardy to school.
- M. Loitering.
- N. Inappropriate conduct/overt displays of affection.
- O. Careless driving or violations of parking regulations.
- P. Violation of the dress code.
- Q. Forgery, cheating, or alteration of school papers, records, or passes, etc.
- R. Misuse of school telephone privileges.
- S. Inappropriate use of school property.
- T. Inappropriate behavior in the cafeteria.
- U. 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.
- B. Taking or attempting to take personal property or money from another pupil or from his/her presence by means of force or fear.
- C. Assault by a pupil upon a staff member.
- D. Possession of a dangerous weapon or any item, which may be construed as a dangerous weapon.
- E. Pulling a fire alarm.
- F. Harassment, intimidation or bullying.
- G. Sexual or bias harassment.
- H. Terroristic threats.

**NOTE:** 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.

### STUDENT DRESS

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 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:

- Hats, headbands or bandanas wider than 1" and sunglasses will not be worn in the building. (Headbands and bandanas must be worn on top of the head and not on the forehead.)
- Chains, jewelry or other kinds of clothing adornment which may be deemed as potentially dangerous.
- Halter tops, tube tops, strapless tops, backless tops, bare midriff tops, spaghetti strap tops and tank tops with straps less than 1" wide.
- Mesh, lace, see-through or revealing skirts, dresses, tops or pants.
- Visible undergarments or clothing designed to look like undergarments.
- Under shorts 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 extra-curricular (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.

### **STUDENT GRIEVANCE PROCEDURE**

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 will establish and observe 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:

1. 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;
2. 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;
3. 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;
4. 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;
5. 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 right of students to seek redress of grievances by lawful procedures without fear of reprisal.

### **STUDENT RANDOM DRUG TESTING**

The Newton Board of Education recognizes that it is their 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, extra-curricular activities and on campus parking; all which are a privilege at Newton High School. On July 23, 2013, the Newton BOE passed Policy 5536 to begin random drug and alcohol testing of all students involved in athletics, extra-curricular activities, school clubs, students granted parking permits for on campus parking. Policy 5536 is located on the District website along with all necessary forms. Students not involved with any of the above activities can elect to participate in the Random Drug and Alcohol Testing Program but only with parental consent.

### **STUDENT RECORDS**

Student records are kept in the Guidance Office. Permanent record folder contains all information sent to the high school from the eighth grade. High school records include:

- PARCC, PSAT, SAT, ACT scores
- Registration form

- Report cards for Grades 9-12
- Copies of birth certificate, transcripts
- Waivers for courses requested but not recommended (dept. or teachers)
- Copies of correspondence with home
- Professional staff (teachers, nurse, counselors, CST) has access to student records. This access is under the aegis of the Coordinator of Guidance.
- Attendance & Discipline – A folder for each enrolled student is kept in the main office containing notes and related data.

### STUDY HALLS

Study halls will meet each of the nine periods scheduled during the school day. After attendance, students may go to the library or to a classroom teacher (with a pre-signed pass), or to the senior lounge. Leaving a study hall is permitted only with teacher's permission by (1) presenting a pass to the study hall teacher or (2) by obtaining a pass from him/her. Seniors are the only students allowed in the senior lounge. However, seniors who are on the Ineligible List are not allowed to sign out to the senior lounge.

### SUBSTANCE ABUSE – ATHLETICS AND CO-CURRICULAR

Any student who participates in an interscholastic athletic program and/or a co-curricular activity must comply with the school substance abuse policy as well as behavior codes developed by the school, the athletic department, coaches or advisors. Particularly in the case of athletics, such behavior codes are relevant to health issues. In general, the policy for athletics and co-curricular activities is;

**All students in Newton High School who participate in any athletics, extra-curricular activities or school clubs, have been granted parking permits for on campus parking, have violated the district substance abuse policy and pupils who elect to participate in the RANDOM DRUG and Alcohol Testing Program with parental consent will be eligible for the random drug and alcohol testing pool (NHS Testing Pool).**

**Consequences will result from the following:**

- A confirmed positive alcohol or drug test;
- Refusal to participate in testing when selected; and/or
- 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 additional remediation requirements as cited in Newton BOE Regulation: 5536 – STUDENT RANDOM DRUG AND ALCOHOL TESTING.**

Additionally, students are subject to random testing for steroids of teams and individuals qualifying for championship games per NJSIAA regulations.

### SUBSTANCE ABUSE POLICY

The district substance abuse policy is located on the District website ([www.newtonnj.org](http://www.newtonnj.org)) under the Board of Education heading. If you are unable to access this document, contact the Assistant Principal to request a copy. 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.

1. 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.

### SUMMER SCHOOL

Eligibility for summer school: (1) student must have at least a 50 average during the regular school year; (2) no more than 30 cumulative absences in that particular class during the school year; and (3) extenuating circumstances as determined by the administration. To successfully attain course credit through summer school, a student must complete the academic year, including the final examination. No credit will be given for a final grade lower than a 70.

### TARDINESS TO SCHOOL/CLASS

#### PROCEDURE

Students entering school late (after the 7:40 a.m. bell rings) 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.

#### UNAUTHORIZED TARDIES

Unauthorized tardies fall into three categories:

1. More than 15 minutes of class missed (a class absence is recorded when more than 15 minutes of class is missed).
2. Fifteen (15) minutes or less of a class missed (one half of a class absence is recorded when 15 minutes or less of a class is missed).
3. Chronic tardiness (5) lates to a specific period or periods will result in the student receiving one (1) tardy cut.

**NOTE:** Any student reporting to class after the bell has rung is considered tardy to class. In certain isolated situations, the student may be admitted, "excused" if he/she presents a note (Admit Slip) from the previous classroom teacher. However, it must be noted that in all cases where a student missed a class, the classroom teacher (1) must be informed in advance of the request to miss his/her class. 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.

#### UNAUTHORIZED TARDIES - NORMAL DISCIPLINARY PROCEDURES

- **Fifth Tardy:** Attendance Officer will speak to student, parent(s)/guardian will receive written notification of 1<sup>st</sup> Tardy Cut
- **Sixth-Ninth Tardy:** Main Office Detention/ISS/OSS/Saturday School
- **Tenth Tardy:** Main Office Detention/ISS/OSS/Saturday School and referral to I&RS Committee and/or Municipal Court

**NOTE:** All students are reminded that excessive tardiness to school or any class will result in cumulative absences towards truancy/tardy cuts/loss of credit.

### TELEPHONE CALLS

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.

### TEXTBOOKS

Each student should place his/her name, date and teacher's name in each textbook he/she receives. All books must be covered. The loss of a book should be reported to the issuing teacher immediately. In the event the book is not found, a replacement fee will be charged. Please note that you are to hand in your text

book at the time of the final exam. If you do not, you may still take the exam; however, will be graded an **Incomplete** until the book is either returned or paid for and then receive the proper grade for the exam.

### **TRIPS/EXCURSIONS/SCHOOL ACTIVITIES**

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 fourteen (14) or more cumulative absences or 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 on a school-sponsored trip or excursion**. Any student who is on the Ineligibility List of Newton High School (please refer to Student Eligibility – Academic, page 14) will not be allowed to participate. In order to assure a student's success, if he/she has accumulated one or more absences than allotted per marking period, or is in violation of the student code of conduct and/or has health concerns, he/she will be placed on the Ineligibility List and will not be allowed to participate.

### **VIDEO AND AUDIO EQUIPMENT**

Any type of video and/or audio equipment such as, but not limited to, camcorders, cameras, cell phones and voice recorders, are not allowed on school grounds without permission from the administration. If any device of this kind is discovered, it will be confiscated and returned to the student's parent or guardian. No permission for use of such equipment shall be granted without parental permission for the students involved, and no pictures or representations may be taken for commercial purposes of the pupils or buildings without the permission of the Superintendent.

### **VISITORS**

Students wishing to invite friends to spend a day at Newton High School must request permission at least five (5) days in advance from the Assistant Principal. When requesting permission, the student must present written permission from the parent of the Newton High School student and written authorization from school authorities of the guest's school. If their request is approved, both students should report to the Main Office on the day scheduled for visitation, a visitor's pass will be issued. Visitors must adhere to the same rules and regulations, which govern the student body at Newton. If the visitor cannot adhere to these procedures, he/she will be asked to leave. Newton High School students are responsible for their guest's behavior. The school has the right and obligation to restrict visitors in the school and on school property. In general, students will not be permitted to have visitors during the months of September and June.

### **WEAPONS POLICY**

The district weapons policy is located on the District website ([www.newtonnj.org](http://www.newtonnj.org)) under the Board of Education heading. If you are unable to access, contact the Assistant Principal to request a copy.

### **PROCEDURE TO WITHDRAW/TRANSFER FROM SCHOOL**

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

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



5. 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.
6. Student must return to the Counseling Services Department with a signed/completed withdrawal form. If the student is transferring to another school district, a transfer card will be provided.
7. 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.
8. The Counseling Services Department will make certain that appropriate school personnel are advised of the final withdrawal decision.

**NOTE:** In some cases involving extended absences/cuts/truancies, a student over 16 years old may be dropped from the roles pending notification of parent(s)/guardian(s). This procedure is done by the Assistant Principal’s office.

### **WORKING PAPERS**

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