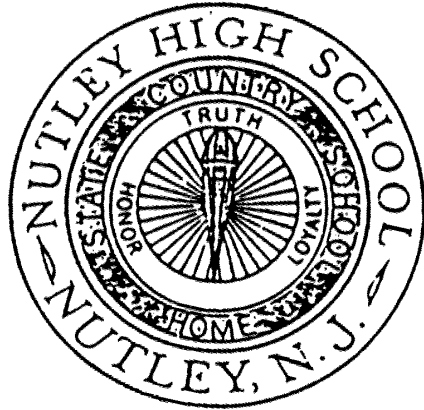


NUTLEY HIGH SCHOOL

Student Handbook



Gregory Catrambone, Principal
Anne Starace, Vice Principal
Joseph Affinito, Vice Principal
Michael Fetherman, Vice Principal

CONTACT NUMBERS

Nutley High School
300 Franklin Avenue
Nutley, NJ 07110


District Website: www.nutleyschools.org

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

| | |
|---|---|
| Main Office | 973-661-8846 Press 2 for the High School Press 0 for the Main Office |
| Attendance Office | 973-661-8830 or 973-661-8865 |
| Guidance Office | 973-661-8847 or 973-661-8848 |
| Nurse's Office | 973-661-8828 |
| Athletics | 973-661-8850 |
| Business, Creative Arts & Technology | 973-661-8860 |
| English | 973-661-8861 |
| Mathematics | 973-661-8827 |
| Music | 973-661-8866 |
| Academy of Fine & Performing Arts | 973-320-8413 |
| Physical Education | 973-661-8855 |
| Science | 973-661-8825 |
| Social Studies | 973-661-8857 |
| Special Education | 973-661-8809 |
| World Languages | 973-661-8823 |

PRINCIPAL'S MESSAGE

Welcome to Nutley High School. You are part of a rich and proud heritage. Your part in the history made during your stay here will become the traditions for tomorrow. Nutley High School offers a wide variety of academic, athletic, and extracurricular opportunities. Take advantage of as many of these opportunities as you can. The school staff is always available to guide and support your efforts. Your high school years are a time for you to confront new challenges, develop talents, and discover new facets of yourself. On behalf of our administration, teachers, guidance counselors, and support staff, I wish you the best of luck.


Gregory Catrambone
Principal

PHILOSOPHY

The Township of Nutley holds strong core values which include, but are not limited to, support of family, education, diversity, and safety for all residents. Education is a top priority of Nutley's residents; parents support the schools and are involved in all aspects of students' performance from kindergarten through high school. Although many agencies contribute to the growth of individuals, the school is the only one whose chief concern is to maximize their intellectual, physical, social, and emotional potential. At Nutley High School we value:

- A learning atmosphere that fosters creativity, individuality, hard work, and persistence and that is secure, orderly, and healthy;
- A curriculum that develops potential through a solid foundation of core subjects, challenging experiences, and innovative teaching;
- A social atmosphere that encourages respect and empathy for others tolerance for diversity, responsibility for one's actions, and service to the community;
- A school community that encompasses loyal and supportive administrators, faculty, staff, and students.

MISSION STATEMENT

The mission of Nutley High School is to enable students to develop their potential in a secure environment of mutual respect. The school endeavors to collaborate with the community to provide for the unique needs, talents, and aspirations of a diverse student population. A comprehensive curriculum aims to stimulate the maximum intellectual, social, and moral growth of the individual. Nutley High School encourages students to evolve into critical thinkers, lifelong learners, and responsible citizens in a technological, multicultural society.

FULL DAY BELL SCHEDULE

STUDENTS ENTER THE BUILDING AT 8:05 A.M.

| PERIOD | BEGINNING TIME | ENDING TIME |
|--------|----------------|-------------|
| ZERO | 7:23 | 8:05 |
| 1 | 8:15 | 8:58 |
| H.R. | 9:01.30 | 9:13.30 |
| 2 | 9:17 | 10:00 |
| 3 | 10:03.30 | 10:46.30 |
| 4 | 10:50 | 11:33 |
| 5 | 11:36.30 | 12:19.30 |
| 6 | 12:23 | 1:06 |
| 7 | 1:09.30 | 1:52.30 |
| 8 | 1:56 | 2:38 |

- All should follow the daily schedule as indicated by ringing of the bells. On occasion it is necessary to extend or shorten the class period. All changes of the regular schedule will be announced in advance.
- Teachers will be required to remain in their rooms until fifteen (15) minutes after the end of the school day.
- Students must leave the building no later than 2:45 p.m. unless in the company of a teacher.
- Assembly schedules are announced over the P.A. system.

HALF-DAY SCHEDULE BELL SCHEDULE

| PERIOD | BEGINNING TIME | ENDING TIME |
|--------|----------------|-------------|
| ZERO | 7:23 | 8:05 |
| 1 | 8:15 | 9:12 |
| H.R. | 9:15.30 | 9:28.30 |
| 2 | 9:32 | 10:29 |
| 3 | 10:32.30 | 11:29.30 |
| 8 | 11:33 | 12:30 |

DELAYED OPENING POLICY

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

DISTRICT DELAYED OPENING SCHEDULE

| School | Normal Opening | 1 Hour 30 min Delay |
|---------------|----------------|---------------------|
| High School | 8:05 a.m. | 9:35 a.m. |
| Middle School | 8:10 a.m. | 9:40 a.m. |
| Elementary | 8:30 a.m. | 10:00 a.m. |

NHS DELAYED OPENING SCHEDULE

| | |
|-------------------------|--|
| Students Enter Building | 9:35 a.m. |
| Period 1 | Omit |
| Homeroom | 9:45 a.m. - 9:57.30 a.m. |
| Period 2 | 10:01 a.m. – 10:22 a.m. (21 min) |
| Period 3 | 10:25.30 a.m. – 10:46.30 a.m. (21 min) |
| Period 4 | Resume Regular Bell Schedule |

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

ACADEMICS

CURRICULUM FRAMEWORK

Important decisions concerning the choice of subjects face each student when the school program is planned. The curriculum selected should be based on individual capacities, needs, and interests. Please note that a major area of guidance is counselor assistance in subject selection. The assigned

counselor has information available which provides insight into the student's strengths and weaknesses. The counselor provides facts on individual ability and performance.

The curriculum available to Nutley High School students includes a full academic program and electives in fine and practical arts, business, music, and technology. Honors courses are offered in business, English, mathematics, science, social studies, and world languages. AP programs are available in biology, chemistry, physics, environmental science, English, calculus, statistics, government/politics, macroeconomics, U.S. History, human geography, French, Latin, Spanish, and Italian. Teacher recommendations are required for admission to honors and advanced placement courses. In addition, the curriculum is extended to include a Fine and Performing Arts Academy in which students earn honors credit in music and art after year-long completion of rigorous requirements.

Students may enroll in the CISCO Networking Academy and are eligible to earn certification as CISCO Certified Network Associates (CCNA). This is a highly recognized IT certification applicable to all fields of study. College credit is available to students who select courses designated through a partnership with University of Medicine and Dentistry of New Jersey, Seton Hall University, and Fairleigh Dickinson University. Cooperative education and vocational-technical subjects are available in shared-time programs. Job shadowing is offered in conjunction with the School-to-Careers Program.

ACADEMIC AWARDS

Honor Roll

To qualify for the honor roll, a student must earn no less than 84 in all subjects except Physical Education/Health, where a minimum grade of 76 must be earned.

High Honor Roll

To qualify for the high honor roll, a student must earn no less than 92 in all subjects.

ROSA Graduate (Recognition of Superior Achievement)

To be designated a ROSA graduate, a student must be ranked in the top 10% (ten percent) of the class, carry five academic courses in English, world language, college prep mathematics, science, and social studies for two (2) years and accumulate a minimum of one hundred thirty credits (130).

Honors and High Honors

Honors and high honors are awarded at graduation in English, social studies, mathematics, world language, business and science. To qualify for **high honors** a student must complete four years of study in a specific discipline

and receive no less than 92 for a final grade. If additional courses are taken in the same discipline, the final grade must be no lower than 84.

To graduate with **honors** a student must complete four years of study in a specific area and achieve a final grade of no less than 84. If additional courses are taken, a minimum of 84 must be achieved.

National Honor Society

The National Honor Society promotes recognition for students who demonstrate outstanding achievement in the areas of scholarship, character, leadership, and service. In order to qualify, students must attain a 3.5 GPA and must participate in *at least* six school service activities by the middle of their junior year. Induction into this prestigious organization takes place in the spring of junior year.

National World Language Honor Society

To qualify for the National World Language Honor Society, a student must be enrolled in the third level of a language and earn at least a 3.8 final average for all courses taken in the language. In addition, a student must achieve a minimum overall GPA of 3.2.

GRADING SYSTEM

Grade Point Average is cumulative starting with grade 9. It is based on a 4.0 scale for regular courses with one-half point added for honors and one point for AP (4.0 regular, 4.5 honors, 5.0 AP). GPA is expressed by decile, and students are not ranked.

| GRADE | RANGE | REGULAR | HONORS | AP |
|-------|------------|---------|--------|-----|
| A+ | 100 | 4.6 | 5.1 | 5.6 |
| | 99 | 4.5 | 5 | 5.5 |
| | 98 | 4.4 | 4.9 | 5.4 |
| A | 97 | 4.3 | 4.8 | 5.3 |
| | 96 | 4.2 | 4.7 | 5.2 |
| | 95 | 4.1 | 4.6 | 5.1 |
| | 94 | 4 | 4.5 | 5 |
| A- | 93 | 3.9 | 4.4 | 4.9 |
| | 92 | 3.8 | 4.3 | 4.8 |
| B+ | 91 | 3.7 | 4.2 | 4.7 |
| | 90 | 3.6 | 4.1 | 4.6 |
| B | 89 | 3.5 | 4 | 4.5 |
| | 88 | 3.4 | 3.9 | 4.4 |
| | 87 | 3.3 | 3.8 | 4.3 |
| | 86 | 3.2 | 3.7 | 4.2 |
| B- | 85 | 3.1 | 3.6 | 4.1 |
| | 84 | 3 | 3.5 | 4 |
| C+ | 83 | 2.9 | 3.4 | 3.9 |
| | 82 | 2.8 | 3.3 | 3.8 |
| C | 81 | 2.7 | 3.2 | 3.7 |
| | 80 | 2.6 | 3.1 | 3.6 |
| | 79 | 2.5 | 3 | 3.5 |
| | 78 | 2.4 | 2.9 | 3.4 |
| C- | 77 | 2.3 | 2.8 | 3.3 |
| | 76 | 2.2 | 2.7 | 3.2 |
| D+ | 75 | 2.1 | 2.6 | 3.1 |
| | 74 | 2 | 2.5 | 3 |
| D | 73 | 1.9 | 2.4 | 2.9 |
| | 72 | 1.8 | 2.3 | 2.8 |
| | 71 | 1.7 | 2.2 | 2.7 |
| | 70 | 1.6 | 2.1 | 2.6 |
| F | 69 & below | 0 | 0 | 0 |

PROGRESS REPORTS

In addition to report cards, teachers may send progress reports home to parents/guardians. These reports inform parents/guardians about a wide area of concern regarding students' work, attitude, and attendance and seek parental cooperation in correcting unsatisfactory schoolwork.

CHEATING AND PLAGIARISM

Cases of dishonesty including tests, quizzes, examinations, writing of themes, or other class assignments are handled by an administrator in cooperation with the teacher in whose class the dishonest act was committed. A first offense may result in receiving a failing grade for the work; repeated or aggravated offenses, suspension from school. Academic dishonesty is defined as any attempt on the part of the student to receive credit for work other than his/her own. Unless proper credit for work is given to the original author through the use of quotation marks, footnotes, or other explanatory notices, it is assumed that all written work offered is the student's own. Presenting written work for credit in the form of notes, themes, reports, problems, and the like, prepared by another person, shall be considered dishonesty. An accessory to an act of cheating shares the guilt and is dealt with in a similar manner. Any involvement in an act of cheating or plagiarism may result in dismissal from or nomination for any Honor Society.

FINAL EXAMINATIONS

Juniors and seniors who have attained a 92 or above average are exempt from final exams.

GRADUATION REQUIREMENTS

In order to become eligible for graduation, a Nutley High School student must fulfill the following requirements:

1. Pass the High School Proficiency Assessment (HSPA)
2. Pass state and Nutley High School course requirements
3. Achieve a minimum of 120 credits

HIGH SCHOOL PROFICIENCY ASSESSMENT (HSPA)

The HSPA is administered in the spring of grade 11. A student is required to pass all sections of this test in order to graduate.

REQUIRED COURSES

20 credits - four (4) years English

15 credits - three (3) years math

15 credits - three (3) years social studies

World Cultures - grade 9

U.S. History I - grade 10

U.S. History II - grade 11

15 credits - three (3) years science

20 credits - four (4) years PE/Health

5 credits - one (1) year world languages (or testing)

5 credits - one (1) year visual and performing arts (art, music, theatre, dance)

5 credits - one (1) year career education and consumer, family and life skills (practical arts)

- one (1) year Computer Applications (fulfills practical arts requirement)

CREDITS

Beyond required courses, students are expected to complete a minimum of 20 credits in electives from all departments to meet the 120 credits required for graduation. It is strongly recommended that students take 35 credits for at least two years to fulfill all requirements.

TESTS OF GENERAL EDUCATIONAL DEVELOPMENT (GED)

The New Jersey High School Equivalent diploma may be secured through the Tests of General Educational Development (GED). For further information contact your guidance counselor.

ATTENDANCE POLICY

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

NOTICE OF ABSENCE

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

Students who become ill during the school day MUST report to the Nurse's Office at once. Students may not leave the school between classes for illness

without reporting to the nurse's office. Failure to comply will result in unexcused absences for those classes missed.

STUDENT ABSENCE

When a student accumulates twenty (20) absences he/she shall receive no credit for the course and shall be assigned to a study hall for the remainder of the school year. If a student is removed from class for excessive absence, the course cannot be made up in summer school.

Students shall be excused by the Attendance Office for the following reasons:

- Physical or emotional illness
- Death in the immediate family
- Remedial health treatment
- Visitation to colleges for the purpose of exploring possibilities of admission
- Driving test
- Required attendance to court
- Field trips
- Suspensions
- School related activities
- Religious holidays (as approved by the Commissioner of Education are exempt from these provisions and will not be counted as absences for the purpose of this policy)

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

Please note: Special provisions may be made for certified hospital stays or other illnesses requiring long recuperative time periods. Homebound instruction will be considered on a case by case basis through the Office of Special Services.

All chronic medical conditions which may require special application of policy regulations must be confirmed in writing by a physician and submitted to the Attendance Office at the beginning of the school year, or immediately at the onset of the illness. The Attendance Office will refer these cases to the Intervention and Referral Services team.

CLASS CUTTING AND TRUANCY

Students absent from class without authorization shall be referred to the Attendance Office for cutting class. CUTTING CLASS IS A SERIOUS OFFENSE AND APPROPRIATE DISCIPLINARY ACTION WILL BE ADMINISTERED. A student receiving a total of three (3) cuts in any full year course shall result in his/her losing course credit. He or she will be

removed from the class and assigned to a study hall for the remainder of the school year. If a student is removed from class for excessive absence, the course cannot be made up in summer school.

Students who are truant (absent from school without authorization) shall have cuts recorded in each class missed that day.

CLASS MAKE-UP ASSIGNMENTS

It is the responsibility of the students to complete make-up assignments for all absences whatever the cause.

TARDINESS TO SCHOOL

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

- Pupils who are late to school will report directly to the Attendance Office for an attendance slip. Failure to do so will result in disciplinary action.
- Students must report to homeroom after Period 1. Failure to do so will result in the student being listed as absent for the day. Pupils who arrive after homeroom must report directly to the Attendance Office for an attendance slip. Failure to do so will result in disciplinary action.
- Chronic tardiness from lunch will result in loss of open lunch privileges.
- Continued tardiness will result in a student being assigned school detentions.
- Chronic tardiness may result in a parent conference and/or in-school suspension.

TARDINESS TO CLASSES

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

EXCESSIVE ABSENCE NOTICES

Teachers will notify students and parents by letter when the student reaches each of the following:

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

EARLY DISMISSAL POLICY

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

- A note or telephone call from the parent or guardian is required prior to the dismissal.
- Parent or guardian **MUST** come to the Main Office, sign in, and report to the Attendance Office to pick up the student.
- Students returning from an early dismissal must report to the Attendance Office before returning to class.
- Students who are dismissed by the school nurse will be excused for day of the dismissal only. Any subsequent absences must be reported by a telephone call from the parent or guardian upon the student's return to school.

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

BEHAVIOR POLICY

STUDENT BEHAVIOR WHEN TRAVELING TO AND FROM SCHOOL

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

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

STUDENT BEHAVIOR AT SCHOOL

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

- Student IDs must be worn at all times. Failure to comply will result in disciplinary action. (See Board policy #5517).
- Students are to remain on school premises from arrival in the morning until scheduled dismissal unless properly excused by the administration or the school nurse.
- Students may leave school premises on their lunch periods. Open lunch is a privilege which may be revoked at the discretion of the

administration for inappropriate behavior or chronic tardiness upon returning from lunch.

- Students must serve central detention on the day it is assigned. They may not leave school grounds before completing this obligation. Missed detentions may result in further disciplinary action.
- Students must attend all scheduled classes and study halls. There is no excuse for cutting. Should an occasion occur that a student must be absent from a class or activity, he/she should obtain permission from the administration. Failure to do so may result in central detention, suspension, or a parent conference.
- All students are to remain in the classrooms except when excused by a teacher or administrator. These students should have a hall pass.
- Truancy is defined as the act of absenting oneself from school without prior knowledge and permission of a parent/guardian, or the school. Once a student reaches the legal age of 18, the parent or guardian may give written permission to the attendance office to allow the student to make his/her own decision regarding attendance policy.
- Cell Phones or any electronic devices such as hand-held video games, MP3 players, and IPODS, etc. are not permitted in school. Not only do they disturb classes, but they may be lost or stolen. Any electronic item that interferes with the classroom will be confiscated and turned over to the Vice Principal. Items will ONLY be returned after central detentions are served. If a student refuses to surrender any electronic device, this will result in further disciplinary action.
- Students found possessing, using, or distributing alcohol, drugs or engaging in any gambling activities in the building and on school grounds will be suspended immediately. A physical examination and a substance abuse screen by a certified medical doctor will be required for re-entry into school for any student suspected of being under the influence of alcohol or drugs.
- Students are not to display any conduct that can be construed as disruptive. This rule includes, but is not limited to, such acts as loud boisterous conduct, running in halls, improper displays of affection, etc.
- Dishonesty, profanity, acts of disrespect to teachers, insubordination, etc., will not be tolerated. Such violations may result in immediate suspension from school.
- Students are to leave the building and grounds promptly by 2:45 p.m. unless they must remain after that time on official school business. A staff member must supervise all students remaining in the building after 2:45 p.m. The Nutley High School campus, inclusive of the immediate school grounds, extends from New Street to the end of Booth Drive and spans the entire Public Library lawn. The same rules that apply within our school building also apply to the external campus area.
- Students who vandalize or destroy school property will be held responsible.

DETENTIONS

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

- Teacher assigned (length at discretion of the teacher)
- Administrative assigned (central – 2:45-3:30 p.m. school days)
- Saturday detention (8:30-11:30 a.m.)

IN-SCHOOL SUSPENSIONS

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

OUT-OF-SCHOOL SUSPENSIONS

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

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

Violations include but are not limited to:

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

- Harassment, bullying, or intimidation of any kind, including cyber-bullying
- Possession of fireworks
- Failure to surrender electronic equipment (cell phones, iPods, MP3 players, etc.)

DRESS CODE

PHILOSOPHY

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

PURPOSE

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

Clothing

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

- Fashion or materials that exaggerate, emphasize, reveal, or call attention to anatomical details;
- Inappropriately torn or cut articles of clothing;
- Muscle shirts, tank tops, mesh shirts, tube tops, see-through tops, bareback, midriff tops, spaghetti straps; biker shorts; oversized baggy pants, pajamas;
- Skirts or shorts above the extended finger tips (placed at the student's sides);
- Hats, hoods, visors, sweatbands, bandannas/flags, scarves, wave caps or any headgear or apparel that could be interpreted as gang related is strictly prohibited and may not be worn in school;
- Pants not worn at the waist or hip;
- Messages on clothing by picture or word may not be lewd, obscene, drug/alcohol oriented, or profane, and may not infer violence/weapons;

- Shirts in which the shoulders are not covered from the base of the neck to the edge of the shoulder or that expose the midriff;
- Jewelry that poses a safety hazard such as: spike bracelets, necklaces, or heavy chains are not permitted. No jewelry is permitted in physical education classes;
- Sunglasses, headsets, iPods, cell phones, or other electronic equipment.

Footwear

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

Miscellaneous Dress Code Information

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

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

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

Note: in all instances, the building administrator shall be the final arbiter of the school dress code.

DRUGS, ALCOHOL AND OTHER LEGAL POLICIES

POLICY STATEMENT

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

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

DISCIPLINE

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

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

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

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

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

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

1. The Student Assistance Counselors will be allowed to maintain confidentiality of conversations with students meeting the following criteria:
 - a. The student’s health is not in imminent danger;
 - b. The information does not make the staff member accessory to any illegal actions;
 - c. The information does not indicate that the health or safety of the student or another individual is threatened.
 - d. Every effort shall be made to have the student discuss his/her involvement with alcohol and other drugs with the I&RS Team and parent/guardian.

2. Voluntarily seeking help does not prevent the school staff from charging a student with suspicion of being under the influence at another time.

STUDENTS SUSPECTED OF BEING UNDER THE INFLUENCE OF SUBSTANCES

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

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

Board of Education Physician or other appropriate facility along with a release for the facility to perform a medical examination and administer the chemical screen. If, in the opinion of the nurse, it is inadvisable for the administrator to accompany the student, 911 will be called to escort the student to the nearest emergency room or approved medical facility;

- h. If the parent or guardian is **UNWILLING** to have the student tested in the allotted time, 911 will be called to escort the student to the nearest emergency room;
 - i. **IN ALL CIRCUMSTANCES, IF A TEST IS NOT ADMINISTERED WITHIN TWO (2) HOURS, AN EVALUATION BY AN AGENCY OR CLINICIAN APPROPRIATELY LICENSED AND CERTIFIED TO PROVIDE SUBSTANCE ABUSE TREATMENT SHALL BE MANDATED;**
 - j. During the physician's examination, a monitored urine sample shall be collected and appropriate chain of custody will be documented;
 - k. Upon a parent or guardian picking up his/her child from school, failure to comply with the requirements to complete a medical examination and laboratory tests within 2 hours will be considered a positive diagnosis resulting in an immediate suspension.
2. Reinstatement will occur only upon submission to the Principal of Evidence that an evaluation has been initiated within 5 school days from this incident.

B. Temporary Admission Pending Results

1. Return to school is prohibited until the student can present:
- a. Physician's Assessment Form and a Re-entry Note (pending the results of any lab work within 24 hours) including the date and time from the examining physician stating that the student is free from alcohol or other drugs and is able to return to school;
 - b. Evidence that a urine screen for drugs has been collected within the appropriate time frame (two hours) and is being processed by a lab.
 - c. Meeting the above criteria, the student will be re-admitted the next school day without suspension pending the results of the physician's completed examination including the date and time.
2. Positive Diagnosis – A positive diagnosis will cause the student to be suspended immediately for a duration of not more than **21 calendar days**, not to exceed the second monthly meeting of the Board of Education without informing the Superintendent in writing with return prohibited until:

- a. Evidence of a negative urine screen has been provided. The Board of Education will be responsible for the initial urine screening but subsequent urine tests shall be at the parents or guardians expense;
- b. Parents/guardians and the student present have signed Release of Confidential Information (appended) from an agency or clinician appropriately licensed and certified to provide substance abuse treatment indicating that an evaluation is in progress in order for the school and treatment program to communicate about the student's progress without breaching confidentiality;
- c. Results of an evaluation from an agency or clinician licensed and certified to provide substance abuse treatment received within 5 school days. Nothing in these procedures shall prevent a parent/guardian from seeking a second opinion from an approved program at their own expense;
- d. The selection of a treatment or evaluation facility shall be done by the parent/guardian who shall be informed by the referring staff member that this will be "at the parent/guardian's expense";
- e. Meeting the above criteria may result in the reduction in the length of suspension.
 - i. Students enrolled in an approved out patient treatment program may continue to attend school only as long as participation can be documented.
 - ii. Parents/guardians who fail to comply with the assessing program's recommendation will result in the school's filing a report of alleged child neglect filed with the Division of Youth and Family Services as well as the option of filing a formal complaint in municipal court.
 - iii. Participation in all extra-curricular and/or co-curricular activities including athletics, proms, and other school activities will be denied until the student takes the necessary steps to be in compliance with state law and this policy.

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

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

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

1. Completion of all procedures outlined in the first and second offense;
 2. The Administration, in conjunction with the I&RS Team and Student Assistance Counselor(s) retain the option to recommend expulsion to the board of Education for any chronic violator of this Policy. Third Offenders will automatically be presented to the Board for an expulsion hearing as a danger to him/herself, and others.
- E. Students suspected of, or admitting to the use of steroids will be subject to the same procedures outlined for other alcohol or drug violations, with the following exceptions in accordance with N.J.A.C. 6A:16.**

STUDENTS RETURNING FROM TREATMENT: VOLUNTARY & POLICY ORDERED

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

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

SEARCH AND SEIZURE

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

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

POSSESSION OR DISTRIBUTION OF ALCOHOL AND/OR OTHER DRUGS

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

presents danger to the health and safety of other students in the building, the offending student shall:

1. Be suspended immediately for a number of days not to exceed the second monthly Board of Education meeting;
2. Have Alternative Instruction immediately;
3. Have written recommendations, or a program designed by the I&RS Team and the Student Assistance Counselor;
- E. Return to school will be conditional upon meeting criteria established by the I&RS Team and the building principal.

ROLE OF THE CHILD STUDY TEAM

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

STUDENT USE OR SUSPECTED USE OF SUBSTANCES OFF-CAMPUS

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

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

CHILDREN OF ALCOHOLICS AND FROM CHEMICALLY DEPENDENT FAMILIES

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

CONFIDENTIAL CONSULTATION WITH PARENTS WITHOUT A STUDENT’S KNOWLEDGE

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

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

TOBACCO USE

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

STEROID PREVENTION PROGRAM

- A. As a requirement for participation in interscholastic sports, all parents/guardians are required to give permission for the school physician or medical practitioner of their choosing to perform an examination and possible testing for steroid use.
- B. Steroid identification and testing during the individual sport season will follow the following steps:
 1. Coaching and medical staff shall become educated on the signs/symptoms of steroid use and shall closely observe student athletes while participating in the individual sport or during medical examinations.
 - a. Coaches will identify players who display physical manifestations or behavior consistent with symptoms of steroid use and report candidates for possible testing to the Director of Athletics and/or the Student Assistance Counselor.
 2. Random urine samples may be collected from athletes, students engaging in extra-curricular activities, clubs, or other organizations sponsored by the school district. Any random urine collection/tests shall be performed in accordance with state and federal law.

- a. Failure to submit a sample will result in the student being declared ineligible to participate in ANY extra-curricular activity, sport, club, etc., until a sample has been submitted and reviewed.
3. Students testing positive will be treated under the same procedures as outlined in this policy with the following additional sanctions:
- a. First offense – ineligibility to participate in interscholastic sports for one calendar year from the date of the offense;
 - b. A second offense shall declare the student ineligible for the student’s remaining career in the Nutley Public Schools.

STUDENT RANDOM ALCOHOL AND DRUG-TESTING POLICY

POLICY STATEMENT

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

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

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

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

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

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

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

Primary emphasis in administering this program shall be directed toward deterrence and remediation rather than punishment of pupils who test positive for alcohol, non-prescribed medications, illegal drugs or their metabolites. Sanctions and corrective action shall be designed accordingly. This policy and its implementing regulations shall be made available annually, at the beginning of the school year, to all school employees, pupils and parent(s) or legal guardian(s). This Policy is NOT intended to be disciplinary or punitive in nature. No pupil shall be expelled or suspended from school as a sole result of any verified positive test conducted by the school under the Random Drug Testing Program.

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

DEFINITIONS OF TERMS USED

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

Alcoholic Beverages - Includes beer, wine, distilled liquors and any other liquid containing alcohol.

Medications - All medications, including over the counter drugs, must be properly registered with the school nurse. N.J.S.A. 18A:40-12.4.

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

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

STUDENT RANDOM ALCOHOL AND DRUG TESTING REGULATIONS

TESTING COORDINATOR

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

ELIGIBILITY FOR TESTING

- All students in Nutley High School who participate in any athletics, extra-curricular activities, or school clubs, have violated the district substance abuse policy or who elect to participate in the Random Drug and Alcohol Testing Program (Program) with parental consent will be eligible for the random drug testing pool (Testing Pool).
- For the high school, the Consent to Test Form must be completed and submitted to the appropriate coach, advisor, or testing coordinator for volunteers of the program.
- Student athletes at the high school must submit Consent to Test Forms on or before the first day they participate in practice. Failure to do so will result in ineligibility for athletic participation until the form is submitted. The Director of Athletics will oversee the collection of Consent to Test Forms by coaches.
- Students involved in extra-curricular activities or school clubs must submit the Consent to Test Form no later than their attendance at a second meeting of the club or activity. Failure to do so will result in ineligibility for participation in the club or activity.
- Students who have violated the District Substance Abuse Policy will be required to submit a Consent to Test Form prior to their return to school following suspension. Failure to do so will result in the student being deemed in violation of the District Substance Abuse Policy.
- Students who volunteer to participate in the Program shall be allowed to enter the Testing Pool at any time once they submit a Consent to Test Form.
- Students remain eligible for random drug testing from the date the Consent to Test Form is turned in through an entire calendar year, whether or not they have been previously tested or are currently

participating in athletics or extra-curricular activities at the time they might be randomly selected for a drug test. In the event that a student eligible for random alcohol and drug testing ceases to participate or withdraws from all athletics, extra-curricular activities or school clubs, he or she has the opportunity to submit to the principal or administrative designee an Activity Drop Form. This Activity Drop Form shall remain in effect for a minimum of one calendar year, with a built-in fifteen (15) day grace period for reconsideration. In order for a student's withdrawal to be effective and thereby removal from the Testing Pool, the Activity Drop Form must be signed by both the student and a parent/guardian.

- Students who volunteer to be part of the testing pool may opt out of the program by submitting a drop form signed by the student and parent(s)/guardian(s).
- The district will test a minimum of 20% of the total number of students in the Testing Pool annually.

TESTING PROCEDURES

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

COLLECTION OF SAMPLES

- All aspects of the Program, including the taking of specimens, will be conducted so as to safeguard any and all personal and/or privacy rights of the participant to the maximum extent possible. The Policy treats a

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

- Any information transmitted to an approved outside agency for testing or processing will not contain any personally identifiable information of the participant. The approved outside agency will consult with and guide the school nurse in the collection of specimens in accordance with federal Substance Abuse and Mental Health Services Administration (SAMHSA) standards.
- In administering the Program, the district will test for the presence of certain substances that may include, but are not limited to the following substances or their metabolites: alcohol, amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, MDMA (a/k/a Ecstasy), methadone, methamphetamines, opiates, oxycodone, PCP, anabolic steroids, tricyclic anti-depressants, and/or any other substance defined as a “controlled substance” by either New Jersey or Federal law.
- The participant shall submit a urine and/or saliva screen according to the Consent to Test Form.
- The participant shall complete a specimen control form that bears the assigned identification number. Only designated school personnel shall know the assigned number for each participant.
- The school nurse will collect specimens from the selected student. Any information transmitted to a licensed laboratory for testing or processing will not contain any personally identifiable information of the participant.
- All efforts will be made to minimize the instructional impact of testing and to maintain the confidentiality and privacy rights of participants. All urine testing will be conducted in a closed-door restroom without direct observation by adult monitors.

Any attempt by a participant to tamper with the specimen collection process will deem and constitute the specimen as positive.

Refusal of a participant to provide a sample will be interpreted as a positive result.

NOTIFICATION OF TESTING AND TESTING RESULTS

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

CONSEQUENCES

Consequences will result from the following:

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

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

CONSEQUENCES OF A CONFIRMED POSITIVE

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

recommendations made by the evaluator. This evaluation must be performed by an agency or with a clinician that is licensed and certified to provide substance abuse treatment. Parent(s)/guardian(s) must sign a Release of Confidential Information for the school and treatment agency to communicate about the participant's compliance.

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

WEAPONS AND DANGEROUS INSTRUMENTS

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

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

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

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

GAMBLING

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

BIAS, ETHNIC OR RACIAL CRIMES

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

HARASSMENT, INTIMIDATION AND BULLYING

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

"Harassment, intimidation or bullying" means any gesture, written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

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

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

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

To view Board Policy #5512.01 in its entirety, visit the district website at www.nutleyschools.org

SEXUAL HARASSMENT

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

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

STUDENTS' RIGHTS TO PRIVACY

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

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

GENERAL POLICIES

ACCEPTABLE USE POLICY

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

The school staff does not permit nor condone the use of inappropriate material in school, regardless of format. Parents and guardians are, therefore, encouraged to discuss the use of the Internet as an information source with their child. To ensure that students will benefit from the school's Internet

resources, all users are expected to adhere to Nutley High School's Acceptable Use Policy guidelines. To view this entire document, visit <http://www.nutleyschools.org/home/boe/policy/policylist/AUP%20&%20consent%20forms.pdf>

CLUBS AND STUDENT ACTIVITIES (including Music)

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

The complete list of student activities is maintained on file in the vice principal's office. To view this list online, visit the Clubs and Activities link on the NHS homepage at www.nutleyschools.org

FIELD TRIPS

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

FIRE DRILLS

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

HOMEWORK

Homework practices are an important part of the educational process and help in the development of good study habits. Study skills are necessary skills to be taught by teachers and reinforced at home. Homework serves to

reinforce learning and gives students an additional opportunity to practice skills or to explore related subject matter. It must be an integral part of the curriculum and related to the educational goals of the district.

Purpose

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

Homework During Absences

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

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

IDENTIFICATION CARDS

Identification cards with photo and bar code are provided to each student in Nutley High School in September. Students are required to wear the ID on a lanyard during the school day and as required at any school event. Failure to comply may result in disciplinary action.

INSURANCE

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

LIBRARY MEDIA CENTER

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

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

LUNCH/CAFETERIA REGULATIONS

- No seats are to be reserved in the cafeteria.
- No food is to be taken out of the cafeteria. Eating is only permitted in the cafeteria.
- Paper is to be deposited in trash cans. Recycling bins are available for glass, plastic, and aluminum. The throwing of food, paper, or other substances will not be tolerated.
- Staff will be on duty during each lunch period. Rules are to be obeyed, and insubordinate behavior will be reported to the administration.
- The use of electronic devices is prohibited in the cafeteria during lunch periods.
- Students who choose to eat lunch in the cafeteria must remain until the end of the period.
- Students remaining for lunch in the cafeteria may only use the restrooms near the New Street entrance on the first floor.

LOITERING

Students are prohibited from congregating or loitering anywhere in the school, but particularly in the main hallway joining the wings. Repeat offenders are subject to out-of-school suspension.

LOCKERS

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

Please note:

- Students must use only the locker to which they are assigned. No exceptions.
- Students must supply their combination locks for their gym lockers.
- Lockers must be closed and **must not be left on pre-set**.
- **Combinations must not be given to other students.**
- Malfunctioning lockers must be reported to the Accounting Office immediately.
- Allowing others into your locker not only is a violation of the above school regulations but, more seriously, **sacrifices your own security**. Protect your valuables!
- We strongly recommend that valuables frequently left in lockers (i.e. coats, jackets, calculators, backpacks, etc.) be marked in an inconspicuous place so that identification (if need be) is swift and undeniably accurate. Indelible ink is best suited for this purpose (not sewn/ironed on labels!).
- Carrying large amounts of money to school is not necessary nor recommended. Talking about it or "flashing" bills is both foolish and irresponsible.

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

PUBLICATIONS

Maroon & Gray - school newspaper – published regularly throughout the school year.

The New Slang - literary and art magazine – dedicated to the publication of students' creativity and art.

Exit - school yearbook

Guidance Gazette - guidance department newsletter.

SEARCH AND SEIZURE

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

1. Searches conducted of students' possessions, lockers or vehicles must be warranted by **"reasonable suspicion"** in compliance with standards established in *US vs. TLO*.

2. These searches shall include the following guidelines:

- "Reasonable suspicion" shall mean suspicion based on statements of concern by staff or students, and physical condition and behavior of a suspicious nature, which indicates possible substance use or possession, and/or weapons possession or contraband.
- Searches of a " cursory" nature may be conducted, including a visual inspection and request that students empty pockets, purses and other belongings.
- Students refusing to cooperate in "searches" will have their parent/guardian contacted immediately to inform them of the student's refusal to cooperate, stressing possible police involvement in the incident.

PARKING

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

PROTECTION OF PERSONAL PROPERTY

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

SECURITY VIDEO SURVEILLANCE

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

TRANSFERS AND WITHDRAWAL FROM SCHOOL

Students who withdraw and transfer from Nutley High School must complete the proper forms. All books belonging to the high school must be returned to the subject teacher, and all fines must be paid. Students are to be sure that all records with Nutley High School are clear so that there will be no delay in sending their credits to another school.

VISITORS

Visitors must obtain a pass from the Main Office. For security reasons, visitors will not be released until the availability of the staff person to be seen is confirmed. No visitor is authorized to be anywhere in the building

without a pass. Students are not to open any door for strangers, but should direct them to use the main entrance and report to the main office.

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

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

WORKING PAPERS

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

GUIDANCE DEPARTMENT

The objective of the school counseling program at Nutley High School is to promote and enhance the learning process. Programs are designed to meet the individual needs of students and enable them to derive maximum benefit from the high school experience. Career and academic planning are critical components of the Guidance Department’s services. Counselors strive to guide students at their different stages of development, addressing academic, personal, and social growth.

SCHEDULING

Counselors meet individually with every student to discuss course selections each year. At this time, ability, interests, and post-secondary plans are carefully considered in the preparation of schedules. Parents should review the student’s choices and return the selection form with a signature.

CONFERENCES

Parents are encouraged to meet with counselors whenever needed. Students should see counselors before and after school, during lunch, or with the permission of a teacher.

COLLEGE/CAREER PLANNING

During the junior year, parents should make an appointment with their child’s counselor. This meeting is intended to assist juniors in understanding the decision-making process as it relates to post-secondary plans such as college admission, vocational/technical training, military services, or employment.

INFORMATION SESSIONS

Consistent with our philosophy of supporting the academic program, the Guidance Department schedules information sessions for students and parents. They include, but are not limited to, Freshman Orientation, Freshman Parent Information Session, Junior College Admission Seminar, Financial Aid Workshop, and College and Career Fair. Parents are encouraged to make appointments with counselors to address individual needs.

GUIDANCE GAZETTE

The Nutley High School Guidance Department publishes a newsletter five times a year. For the latest issue, please visit the Guidance Department website: <http://www.nutleyschools.org/home/nhs/guidance/newsletter/newsletter.pdf>

NAVIANCE | FAMILY CONNECTION

Nutley High School began utilizing Naviance-TCCi Family Connection in September 2007. Naviance-TCCi stands for “The College Counselor Internet.” Naviance Family Connection-TCCi enables our counseling office to offer a comprehensive website for parent and child use; it is designed to help in making decisions about colleges and careers. Counselors use Naviance-TCCi to track and analyze data concerning students’ post-secondary plans. To begin using Naviance, please click the link: <http://connection.naviance.com/nutleyhs>

PUPIL RECORDS

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

INTERSCHOLASTIC ATHLETICS

Nutley High sponsors many interscholastic sports activities and competes interscholastically in the N.N.J.I.L. (Northern New Jersey Interscholastic League). The athletic program is organized and carried on under the rules, regulations, and recommendations of the New Jersey State Interscholastic Athletic Association by the high school administration.

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

Nutley High School offers the following sports:

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

ATHLETIC ELIGIBILITY

Students must:

- Conform to N.J.S.I.A.A. and N.N.J.I.L. Rules
- Pass a physical examination
- Submit parental permission form

- Complete and submit random drug testing Consent to Test Form. For information on the Governor’s Random Drug Testing mandate, visit <http://www.njsiaa.org/NJSIAA/06steroidmemo.pdf>
- Meet residency requirements; non-residents are ineligible

STUDENT SERVICES

RIGHTS AND RESPONSIBILITIES OF STUDENTS (TITLE IX)

What is Title IX?

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

What are my rights and responsibilities?

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

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

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

NON-DISCRIMINATION

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

AFFIRMATIVE ACTION PROGRAM

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

SECTION 504 – REHABILITATION ACT OF 1973

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

concerns to the Assistant Superintendent, in the Administration Building, who also serves as the coordinator for implementation of Section 504.

HEALTH SERVICES

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

- The school nurse works closely with the child study team to whom students with special problems may be referred.
- The school nurse is on permanent staff.
- School health services include vision, hearing, scoliosis, height, weight and blood pressure screenings.
- School nurses on duty during class hours provide first aid. The school is responsible only for immediate first aid.
- In order that we conform to the wishes of parents, emergency cards should be filled out for each student and returned to the nurse's office for use in emergency situations. Cards should be submitted to the health office the first week of school in September.
- Medications-students who need medication during the school day must bring the medication that is due to be taken during school hours to the nurse's office on arrival to school. All medication must be in the original labeled container, accompanied by written direction from the physician, and a note from parent or guardian specifically requesting that the medication be taken during the school day. Medication will be kept in the nurse's office for dispensing at the proper time.
- Physical examinations are required for all new students entering Nutley High School unless they can provide proof of a physical done within 365 days of entry. The district strongly recommends that all freshmen and juniors obtain physicals. They should return the completed health card to the Nurse's Office upon completion of the physical.
- Communicable Diseases - Under no circumstances is a student allowed to re-enter school after recovering from a communicable disease without reporting to the nurse and obtaining an appropriate admittance slip.

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

STUDENT HEALTH RELATED POLICIES AND PROCEDURES

PHYSICAL EXAMINATIONS

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

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

HEALTH PASS FOR ILLNESS

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

PRESCRIPTION MEDICATION

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

IMMUNIZATION REQUIREMENTS

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

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

MEDICAL EXCUSES FROM PHYSICAL EDUCATION

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

SPECIAL SERVICES

INTERVENTION AND REFERRAL SERVICES (I&RS)

All Nutley schools provide services for identification and early intervention with students having academic, behavioral, or other problems which may interfere with a successful school experience. In some instances, parents/guardians may know of conditions at home which, while not currently affecting school performance, present a risk factor requiring assistance. Each school has a school resource committee which includes teachers, administrators, and counselors who review and plan strategies to assist students in “maximizing their potential.” Parents/guardians are encouraged to make use of these services as part of the Child Study Team.

CLASSIFIED STUDENTS

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

- Modification of the regular classroom program
- In-class support program
- Study Skills
- Resource Room program
- Speech correction
- Special self-contained class

CHILD STUDY TEAM SERVICE

Special Services are services designed to identify students with learning disabilities and place these students in the appropriate learning environment so they can excel in their academics. The educational specialists help students deal with the school situation or help resolve some difficulty they may be experiencing with parents, teachers, or friends. A student who is in need of additional supportive services from educational specialists is referred to the Nutley Child Study Team. Guidance counselors are a vital link between the child study team and the student. The services of a school psychologist, a learning disabilities’ teacher-consultant, and a school social worker are available to any student whose parents have consented to a child study team evaluation. In some instances a battery of tests may be necessary

which include an evaluation of intellectual ability, academic achievement, a psychological evaluation, and the completion of a social assessment. These results are discussed with the student and his/her parents so the situation can be understood and addressed in a positive manner.

STUDENT ASSISTANCE COUNSELOR

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

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

HOMEBOUND INSTRUCTION POLICY

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

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

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

1. The parent shall submit a request to the school district that includes a physician's certificate documenting the diagnosis and projected need for confinement at the student's residence or other treatment setting for 10 consecutive school days or more during the school year.
 - a. The Homebound Request Form may be obtained in the Office of Special Services and must be returned to the Director of Special Services with copies forwarded to the building principal and to the I& RS chairperson.
 - b. Upon receipt of the Homebound Request Form, parents will be given a letter explaining Homebound Instruction.
2. The school district shall forward the written determination to the school physician, who shall verify the need for home instruction. The school physician may contact the student's physician to secure additional information concerning the student's diagnosis or need for treatment and shall either verify the need for home instruction or shall provide reasons for denial to the district board of education. The school physician reserves the right to request an evaluation by a specialist at the parent's expense.
3. The school district shall notify the parent concerning the school physician's verification or reasons for denial within five school days after receipt of the written determination by the student's physician.
4. The school district shall provide instructional services within five school days after receipt of the school physician's verification or, if verification is approved prior to the student's confinement, instruction will commence during the first week of the student's confinement to the home or out-of-school setting. If the school physician denies homebound instruction and the parent has been notified, absences will be cumulative and unexcused from that day forward.
5. Students may be placed on homebound through administration for reasons other than a temporary or chronic health condition (i.e. students in need of an alternative educational setting or suspended students). Administration may not require physician's documentation to refer students for homebound instruction.

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

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

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

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

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

The preceding are excerpts from the Board of Education’s recently-revised policy and procedure on homebound instruction. This is an informational overview and is not intended as full text. For interpretation of the policy and procedures, contact Director of Special Services.

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