

Welcome to Summit High School Guide to Thrive

2023-2024



This guide provides information to help you become familiar with Summit High School (SHS) schedules, policies, attendance, academics, and other helpful information. You will find this information on the district's website www.summit.k12.nj.us and in the Student Handbook. A digital copy of this handbook can be accessed on the Summit High School website. The administration and staff of SHS wish you a great high school experience!

Summit High School
125 Kent Place Boulevard, Summit, New Jersey 07901
Phone 908-273-1494 Fax 908-273-2832
Web www.summit.k12.nj.us
Follow us on Instagram @SHSTopGoats

Superintendent of Schools

Mr. Scott Hough

SHS Offices

| | | |
|----------------------|---|--------------------|
| Main Office | SHS Administration Principal - Mrs. Stacy Grimaldi Assistant Principals: Ms. Elizabeth Aaron - Classes of '25 & '27 Mr. Brian Murtagh - Classes of '24 & '26 Office Staff Ms. Caroline Paskas Mrs. Sandi Soltis Mrs. Mary-Ann Terrett Mrs. Leanne Ulrich Security Staff Mr. Jim Froisland Mr. Ron Martin | 908-273-1494 |
| Athletic Office | Athletic Director - Mr. Dan Healy Administrative Assistant - Ms. Paola Acosta | 908-273-1494 x5510 |
| Attendance | Ms. Alexandra Falconi SHSattendance@summit.k12.nj.us | 908-273-1544 |
| Counseling Office | Director of Counseling - Mrs. Laura Kaplan Counselors Damien Betances Lynnette Diaz Lara Drewes Jennifer Illis Chiara Levy Ashley Milano Michael Mayes Alison Grill, College Counselor Amy Herber, Student Assistance Counselor & School Anti-Bullying Specialist <i>Administrative Assistants</i> Mrs. Lesli Cestona Mrs. Denise Coates | 908-273-1494 x5508 |
| Health Office | Mrs. Kristen Akian, RN, CSN-NJ | 908-273-1494 x5501 |
| Library/Media Center | Mrs. Judy Shue Mrs. Rebecca Zarabi | 908-273-1494 |

A Staff Directory is available on the SHS website.

To email a teacher, click on their name in Genesis. Most staff member's email addresses are their first initial and last name followed by @summit.k12.nj.us

SHS Daily Schedules

A Summit High School School Day

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| Arrival/Start Time | The cafeteria opens at 7:15 am for breakfast. Upon arrival, students enter through the main entrance in the driveway under the green roof until 7:30 am. At 7:30 am, the Kent Place Blvd. and gym doors open. All students are expected to be in their first period class <u>when the 7:45 am bell rings</u> . Students not in class at 7:45 are marked late. |
| Dismissal | 2:49 pm |
| Late Arrival | Students who arrive <u>after 7:45 am</u> must go directly to the Attendance kiosk in the main office to obtain a pass to class. The Kent Place and gym doors lock at 7:45 am. |
| Absences | If a student will be absent, a parent/guardian must contact the Attendance office either by email at SHSattendance@summit.k12.nj.us or at 908-273-1544 on the morning of the absence. |
| Number of Periods | Six per day |
| Time Between Classes | Four minutes |
| Type of Schedule | Rotating block schedule - 4 days A, B, C, D E days are 8 periods (periods 1-8) All students receive their personal schedule in Genesis. |
| Order of Periods | The order of periods depends on the letter day A Day - Periods 1, 2, 3, Lunch, 6, 7, 8 B Day - Periods 2, 3, 4, Lunch, 7, 8, 5 C Day - Periods 3, 4, 1, Lunch, 8, 5, 6 D Day - Periods 4, 1, 2, Lunch, 5, 6, 7 E Day - Periods 1, 2, 3, 4, Lunch, 5, 6, 7, 8 |
| Lunch Time | 10:47 am - 11:47 am (1 hour on A-D days) 10:49 am - 11:45 am (56 minutes on E days) |
| Single Session Days | 7:45 am - 12:06 pm early dismissal 6 periods without lunch |



Bell Schedules 2023-2024



A - D Days

| | | |
|---------|-------|-------|
| Block 1 | 7:45 | 8:43 |
| Block 2 | 8:47 | 9:45 |
| Block 3 | 9:49 | 10:47 |
| Lunch | 10:47 | 11:47 |
| Block 4 | 11:47 | 12:45 |
| Block 5 | 12:49 | 1:47 |
| Block 6 | 1:51 | 2:49 |

E Days

| | | |
|----------|-------|-------|
| Period 1 | 7:45 | 8:28 |
| Period 2 | 8:32 | 9:15 |
| Period 3 | 9:19 | 10:02 |
| Period 4 | 10:06 | 10:49 |
| Lunch | 10:49 | 11:45 |
| Period 5 | 11:45 | 12:28 |
| Period 6 | 12:32 | 1:15 |
| Period 7 | 1:19 | 2:02 |
| Period 8 | 2:06 | 2:49 |

Single Session Days (A - D)

| | | |
|---------|-------|-------|
| Block 1 | 7:45 | 8:26 |
| Block 2 | 8:30 | 9:10 |
| Block 3 | 9:14 | 9:54 |
| Block 4 | 9:58 | 10:38 |
| Block 5 | 10:42 | 11:22 |
| Block 6 | 11:26 | 12:06 |

Single Session Days (E)

| | | |
|----------|-------|-------|
| Period 1 | 7:45 | 8:15 |
| Period 2 | 8:18 | 8:48 |
| Period 3 | 8:51 | 9:21 |
| Period 4 | 9:24 | 9:54 |
| Period 5 | 9:57 | 10:27 |
| Period 6 | 10:30 | 11:00 |
| Period 7 | 11:03 | 11:33 |
| Period 8 | 11:36 | 12:06 |

Delayed Opening Days (A - D)

| | | |
|----------------|-------|-------|
| Block 1 | 9:45 | 10:25 |
| Block 2 | 10:28 | 11:08 |
| Lunch | 11:08 | 12:00 |
| Block 3 | 12:00 | 12:40 |
| Block 4 | 12:43 | 1:23 |
| Block 5 | 1:26 | 2:06 |
| Block 6 | 2:09 | 2:49 |

Delayed Opening (E)

| | | |
|-----------------|-------|-------|
| Period 1 | 9:45 | 10:14 |
| Period 2 | 10:17 | 10:46 |
| Lunch | 10:46 | 11:40 |
| Period 3 | 11:40 | 12:09 |
| Period 4 | 12:12 | 12:41 |
| Period 5 | 12:44 | 1:13 |
| Period 6 | 1:16 | 1:45 |
| Period 7 | 1:48 | 2:17 |
| Period 8 | 2:20 | 2:49 |

Advisory Days (A - D)

| | | |
|-----------------|-------|-------|
| Block 1 | 7:45 | 8:35 |
| Block 2 | 8:39 | 9:29 |
| Advisory | 9:33 | 10:13 |
| Block 3 | 10:17 | 11:07 |
| Lunch | 11:07 | 12:07 |
| Block 4 | 12:11 | 1:01 |
| Block 5 | 1:05 | 1:55 |
| Block 6 | 1:59 | 2:49 |

General Policies and Procedures

The following information from the **Student Handbook** is the foundation of Summit High School's philosophy on student conduct.

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| Administrators | Mrs. Stacy Grimaldi is the Summit High School Principal. Mr. Murtagh will serve as Assistant Principal for the Classes of 2024 and 2026 for their years at SHS. Ms Aaron does the same for the Classes of 2025 and 2027. |
| School Policies | All students receive a Student Handbook , which covers attendance, discipline and general school policies. A digital copy is also on the Summit High School website. Students are required to follow all discipline and conduct policies as outlined in the handbook. Each student and parent is expected to read the handbook, familiarize themselves with all procedures and school policies, and sign off that they have read it. Students can use the handbook as a calendar and day planner. |
| Expectations | <p>Students are expected to adhere to the following expectations:</p> <ul style="list-style-type: none"> • Physical violence and/or any form of harassment, intimidation or bullying will not be tolerated and may result in suspension from school. • Students are expected to use courteous and proper language at all times. Inappropriate gestures or language toward teachers, administrators, staff or fellow students will not be tolerated. • Students should respect their own property and the property of others. Stealing will not be tolerated. Disciplinary action will be taken and the police department may be contacted. • Classroom behavior should always be courteous, respectful and attentive. Students should be prepared on a daily basis. • Cheating is unacceptable and will be met with disciplinary action. • Running, shouting and any forms of disorderly conduct will not be permitted in the building. The throwing of snowballs at people or vehicles is prohibited. • Smoking or the use of illegal substances is not permitted on school grounds or at any school event. Specific disciplinary action will be taken for violation of this policy. |
| Harassment, Intimidation, and Bullying | <p>Harassment, intimidation and bullying means any gesture, written, verbal, physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14. Whether it be a single incident or a series of incidents that:</p> <ul style="list-style-type: none"> • Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, or a mental, physical or sensory disability or by any other distinguishing characteristic; and that • Take place on school property, at any school-sponsored function, on a school bus, or off school grounds, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils. • A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing the pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or • Has the effect of insulting or demeaning any pupil or group of pupils; or • Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil. <p>Summit Public Schools does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX, the Code of Federal Regulations, and Board of Education Policy 5751. Details about the complaint/grievance process are in this policy.</p> |

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| Cell Phone Use | Students are not permitted to use cell phones during class unless given permission by the instructor. Use of cell phones in study hall is limited to non-disruptive use as determined by the study hall teacher. Cell phones may be used during a student's lunch in the designated eating areas. <i>Under no circumstances should a student use a cell phone or other device to take pictures or video of another student or staff member. Cell phones may be collected by the teacher during classroom assessments and will be collected during midterm exams, final exams, and all standardized testing.</i> |
| Chromebook Policy | All students are expected to follow the policies and procedures outlined in the Student Chromebook Use Policy. Students are expected to bring the Chromebook to school every day, fully charged. During instructional activities, the device is to be focused solely on the school assignment. Only school-related use is allowed. |

Attendance Policies

If a student will be absent, a parent/guardian must contact the Attendance Office either by email SHSAttendance@summit.k12.nj.us or at 908-273-1544 on the morning of the absence or more in advance when possible. Refer to the Student Handbook and Board of Education Policy 5200 for more detailed information.

Unexcused Absences

A student who has been in school for any part of the day may not miss any class unless they have:

1. Obtained permission in advance to miss the class from the teacher of that class.
2. Reported to or signed out of school with the nurse's office or attendance office.

If a student fails to follow this policy they will receive a class cut for all classes missed. Parents will be notified in writing of the absence, and the attendance office will maintain a record of the cut. An accumulation of class cuts can result in the removal of a student from a course and the withholding of credits.

Morning Lateness

Morning lateness is counted on a cumulative basis during a marking period and school year. Classes begin at 7:45 am, and it is important for students to arrive on campus before this time. Students who arrive between 7:45 am and 8:00 am must report to the sign-in area by the main office. After 8:00 am, students who arrive late must report to the main office. More than 15 minutes unexcused late to class is a class cut.

Late to Class

Students who miss more than 15 minutes of class are marked absent. This is a class cut and will be recorded as such. Students who are excused for valid reasons (nurse, counseling, band rehearsal) will be recorded as absent verified.

Grading Information

At Summit High School, the school year is divided into four quarters. The first two quarters are Semester 1 (S1) and the last two quarters are Semester 2 (S2). In the middle of the first quarter, students receive a midterm progress report which is available on Genesis (our Student Information System) through the Parent and Student Portals. At the end of each quarter, students receive a report card which is available on Genesis. At the completion of Semester 1 (S1), students take midterm exams and at the conclusion of Semester 2 (S2), students take final exams. Marking period grades can be accessed on Genesis. Students and parents/guardians are expected to check attendance and grades regularly.

At Summit High School students earn credits toward graduation based on the courses in which they enroll. Year long courses earn students 5 credits. Half-year (semester) courses earn students 2.5 credits. Students are required to take a certain number of required courses in certain subject areas and they can also take electives. **Students must earn a minimum of 130 credits to graduate.**

Grade Point Averages

Beginning in the ninth grade a cumulative grade point average is computed on the basis of all full and half-year subjects. For students who enter after the beginning of grade 9, only the grades earned at Summit High School will be used in this calculation.

Grading System

| Letter Grade | Numerical Grades | Non-Honors/ AP Courses | Honors/Advanced Placement Courses |
|--------------|------------------|---------------------------|--------------------------------------|
| A | 93-100 | 4.3 | 5.0 |
| A- | 90-92 | 4.0 | 4.7 |
| B+ | 87-89 | 3.7 | 4.3 |
| B | 83-86 | 3.3 | 4.0 |
| B- | 80-82 | 3.0 | 3.7 |
| C+ | 77-79 | 2.7 | 3.3 |
| C | 73-76 | 2.3 | 3.0 |
| C- | 70-72 | 2.0 | 2.7 |
| D | 60-69 | 1.3 | 1.3 |
| F | Below 60 | 0 | 0 |
| P | Pass | | |
| WF | Withdraw Fail | | |
| WP | Withdraw Pass | | |
| M | Audit | | |
| ME | Medical Excuse | | |

Final averages for each course are calculated as follows:

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|--------------------------------------|--|
| Full Year FY | Each quarter is worth 20% Mid-term exam is worth 10% Final exam is worth 10% |
| Semester Courses S1 or S2 | Each quarter is worth 40% Final exam is worth 20% |

During the first three marking periods of the year, the minimum grade a student can receive is 50. This provides students with a chance to pass a class they may have difficulty with at the early stages of the course. For the midterm exam, fourth marking period, and final exam students will receive the actual grade earned, even if it is below 50. This rule also applies to final exams in all semester classes. Summit High School does not provide class rank on transcripts.

School Information Topics From A - Z

Advanced Placement Testing

Advanced Placement exams generally occur in May. Only students enrolled in AP courses will take these exams. Students applying to advanced placement courses will:

- Have a high level of interest in the subject matter and be motivated to participate and learn;
- Have an academic ability strong enough to handle the subject matter;
- Have the background and academic preparation required to enter the course;
- Demonstrate the characteristics of maturity, self-discipline, persistence, and independence; all of which are required for successful performance in the course;
- Demonstrate excellent attendance;
- Have strong writing and reading skills;
- Take the AP exam for each area of study as administered by the College Board in May;
- Take each AP exam seriously and perform to the best of their ability.

Athletics - forms, physical exam, approval to participate

A student who wishes to participate in athletics must submit forms online with the consent of their parent/guardian. The consent of the parent/guardian of a student wishing to participate in interscholastic athletics must include an acknowledgment of the physical hazards that may be encountered in the sport.

A clean bill of health is the prerequisite for participation in athletic competition and practice. Each participant must receive a comprehensive physical examination conducted by the school medical inspector, the student's personal physician/other determined medical staff.

Approval for athletic participation is based on a student's academic progress and good school citizenship. In order for a student to participate in a practice or game they must be in school for a minimum of four hours on that particular day. No student under terms of out-of-school suspension may participate in an athletic competition or practice for the period of suspension (the day suspension begins until the morning of return to school), and may return to the sport on the next day after suspension. **Students are eligible for participation in athletic competition if they have passed 30 credits at the conclusion of the second semester of the previous year (fall and winter sports season).** This credit total may include course work completed in summer school.

Athletic Programs at SHS

| Fall | Winter | Spring |
|------------------------------|-----------------------------|------------------------------|
| Cheerleading | Basketball - Boys & Girls | Baseball |
| Cross Country - Boys & Girls | Ice Hockey - Boys & Girls | Golf - Co-Ed |
| Football | Indoor Track - Boys & Girls | Lacrosse - Boys & Girls |
| Field Hockey | Swimming - Boys & Girls | Sailing |
| Gymnastics | Wrestling | Softball - Girls |
| Sailing | | Tennis - Boys |
| Soccer - Boys & Girls | | Track & Field - Boys & Girls |
| Tennis - Girls | | Volleyball - Boys |
| Volleyball - Girls | | |

Before & After School Help

If a student is in need of academic help outside of the daily class setting in any subject, the student should see their teachers. Teachers are available before and/or after school and during the lunch conference period. The student should arrange a specific time with teachers to come in for help. Students who participate in sports will be accepted late to practice if they bring a note from their extra help teacher. Before and after school library and computer room hours will be posted at the beginning of school. During the school day, academic help centers are scheduled throughout the day for students to attend if they coincide with a study period.

Calendar

A Summit High School Activities calendar is available on the school website.

Clubs and Co-Curriculars

Club advisors post signs throughout the building and post on the Daily Announcements meeting locations, Google Classroom join codes, and meeting times. Students may sign up for clubs and attend meetings in which they have an interest. Clubs change from year to year, see the SHS Co-Curricular List for 2023-2024 and can be found the website.. Students should contact club advisors if they are interested in participating in any of our Co-Curriculars. All students are encouraged to participate in clubs and activities, many of which meet during the lunch block.

Community Service

There are specific clubs working on community service projects. Students are welcome to assist in the community service events that the clubs participate in during the course of the year. Talk to a teacher, your school counselor, or assistant principal for assistance!

Counseling Office

Each student is assigned a school counselor. Counselors meet individually and in groups with students during the school year. Students may stop by the Counseling Office as needed. Over 100 college and university admission officers visit SHS. Upcoming college visits are posted in Naviance and on the school calendar. Students sign up in advance through their Naviance account to attend sessions with a college admissions officer to learn about a college. College Rep Visits typically occur from mid-September thru mid-December.

Dress Code

Please see the Student Handbook. Students and parents should use good judgment in regard to student attire. Any form of dress that interrupts the educational environment will not be allowed.

Field Trip Expenses

Field Trip expenses depend on the club or activity that is sponsoring the trip as well as the specific trip itself. The same regulations that apply to students when on school premises apply to students on trips. For information, confer with your teacher and assistant principal. Financial assistance is available for all school activities and trips. The school is able to provide financial assistance to those who have applied and are eligible for free and reduced lunch status. If you think your family may qualify, please apply for free and reduced lunch. See your Assistant Principal for more information.

Food/Drink/Cafeteria

Food and drink should be consumed in the cafeteria and other designated areas during the lunch period schedule from 10:47 am - 11:47 am. Each student is responsible for cleaning up his/her own trash. There is no eating during class. Water bottles are allowed in class. Food delivery is not allowed during the school day.

Health Office

Mrs. Kristen Akian is the school's certified nurse. Her office is next to the School Counseling office.

Honors and Advanced Placement

Several courses are offered with Honors or Advanced Placement status. Descriptions of these courses are included in the Program of Studies along with a description of the eligibility and enrollment process. Selection

is based primarily on student academic performance. If a student is not selected for a particular course they may appeal the decision. All students taking an AP course are required to take the AP exam for that course.

ID Badges

Each student is issued a student ID. Students are required to wear their ID. IDs are used to sign in and out of the counseling office, health office, restrooms, help centers, and for school safety. If a student loses their identification badge it can be replaced for a \$5 fee in the main office.

Leaving School Building or Grounds

The school is responsible for students' health and safety during school hours. Therefore, the administration, faculty, and staff take leaving school seriously. Students are not permitted to leave the school building during school hours unless they have signed out in the attendance office before leaving. In all cases, they must have permission from their parents. The school will notify parents when students leave school without authorization. **No notes will be accepted after the fact.** Notes may be hand-delivered to the attendance office prior to 7:45 am if a student is to be dismissed early. Students who leave the school building without authorization will be subject to the consequences outlined in the Student Handbook.

Open Campus Privilege

Seniors with unassigned study may request the administration's approval to leave campus during unassigned study when the period falls immediately before or after the lunch period. Students requesting this privilege must obtain parent/guardian consent and submit all necessary paperwork prior to being granted approval. This privilege may be revoked if a student has excessive detentions, outstanding deficiencies, if grades drop, at parental request, or if students are found to not be following the rules and regulations set out in the contract. The administration reserves the right to suspend the senior privilege at any point during the school year.

Parent/Guardian Events

Parents/Guardians are welcome to attend several events during the school year including Senior Family & Financial Aid Night, Back to School Night, Junior Family Night, Incoming Ninth Grade Parent Night, Freshman and Sophomore Family Night.

PSAT/SAT/ACT

Summit High School sophomores and juniors take the PSAT at Summit High School in October. The testing code number for Summit High School is 311420. See www.collegeboard.org for SAT Test Dates, and www.actstudent.org for ACT Test Dates.

School Newspaper

The school newspaper, the *Verve*, is produced by SHS journalism students, and is free to students and staff. Subscriptions and advertising are available.

Smoking Policy

The Board of Education does not permit smoking, the use of tobacco products or the use of electronic cigarettes/vaporizers anywhere in the school building, on school grounds or at school-sponsored events. Students will be subject to the consequences outlined in the Student Handbook.

Unassigned Study

Unassigned study is a senior privilege for students in good academic standing and who demonstrate good school citizenship and attendance. Students must meet and maintain a grade requirement of B- or better in all of their classes. Citizenship and academic standing is evaluated on a quarterly basis. Students who do not maintain the requirements will lose this privilege.

Vocational-Technical

SHS offers a shared time vo-tech program. Students attend vo-Tech either in the AM session, which allows them to attend afternoon classes at SHS or they attend the vo-tech PM session, which allows them to attend the AM classes at SHS. Students are provided transportation to and from Union County Vocational-Technical High School. Interested students may speak with their SHS counselor. The programs offered may include:

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| Allied Health | Criminal Justice |
| Auto Collision Technology | Culinary Arts |
| Auto Technology | Electrical Technology |
| Auto Technology Fundamentals | Exploring Careers |
| Baking | Graphic Communications |
| Building Services | Horticulture |
| Building Trades Technology | Masonry |
| Carpentry/Construction | Nurse Aide/Home Health Aide |
| Child Development | Office Occupations |
| Commercial Art | Office Systems Technology |
| Computer Aided Drafting & Design | Public Safety |
| Computer Repair Technology | Supermarket Technology |
| Cosmetology | Welding Technology |

Yearbook

Summit High School's yearbook, *The Top*, is available for purchase at www.jostens.com.