

SUMMIT HIGH SCHOOL
Home of the Hilltoppers

Honoring the past...Creating the future

STUDENT HANDBOOK
2016 - 2017

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Summit, NJ 07901

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Attendance Office Phone: (908) 273-1544

Athletics Office Phone: (908) 273-8886

Emergency Number: (908) 273-1495
(Only when regular service is out of order)

This student handbook belongs to:

Name: _____

Grade: _____

Street: _____

Phone: _____

Mrs. Stacy Grimaldi, Principal (Ext. 5500)
Mrs. Lorena Dolan, Assistant Principal (Ext. 5450)
Mr. Nicholas Steffner, Assistant Principal (Ext. 5502)
Mrs. Laura Kaplan, Director of School Counseling (Ext. 5503)
Mr. June Chang, Superintendent (Ext. 3100)
Ms. Donna D'Acunto, Director of Secondary Ed. (Ext. 3109)

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Principal's Message

Dear Hilltoppers,

Summit High School is an educational community with common goals and special traditions. It is an arena for academic challenge, musical and artistic expression, athletic competition, public service, social interaction, and endless exploration. The quality of our school is based upon the efforts, energy, hopes and dreams of each member of this community. It is a place that is built anew each year by the students, teachers, and staff who come together to call themselves Hilltoppers.

We are fortunate to be able to build our high school community within a wonderful facility, a school system with strong, effective leadership, and a city full of citizens who consistently support quality education. Take advantage of this school year and involve yourself fully in every class, event and activity. This will help you and make our school a better place.

This handbook and agenda is created to help you participate fully in our community. Use it to keep track of important items and dates, and inform you of both student rights and responsibilities. Use it when you have a question or concern. It is a rich source of information about our school.

I wish you an exciting, challenging, and fulfilling year. Once again, I encourage you to be an integral part of Summit High School. Work hard! Your success is the success of our school.

Sincerely,

*Stacy Grimaldi
Principal*

MISSION OF SUMMIT HIGH SCHOOL

Summit High School, in partnership with the Summit Board of Education and the Summit community, believes that education in a democracy should provide the opportunity and the stimulus for maximum personal growth and self-fulfillment, and it should ensure that all students are prepared for responsible citizenship, further learning, and productive employment in a rapidly-changing society and world. To this end, Summit High School will provide learning that engages all students in compelling work; educates them to their highest intellectual, creative, and individual potential; promotes pride in diversity; and results in responsible and productive citizens.

SUMMIT HIGH SCHOOL BELIEFS

As a learning community, Summit High School believes that:

- Intellectual curiosity, critical thinking, imagination, and an eagerness for lifelong learning are essential for all.
- Effective oral and written communication skills are essential for success both inside and outside of the classroom.
- An understanding of the human experience, its cultural heritage, and the fragile nature of its physical environment is critical.
- Students should develop problem solving skills and competence in the use of modern technology and its applications in both school and the evolving workplace.
- Exploration and decision-making skills are needed to assist students in establishing and achieving educational and career goals.
- Strategies and habits that enhance and maintain physical, mental, social and emotional health and safety are essential for all.
- Students should develop a positive self-concept, personal motivation, self-advocacy and a pride in work based on an understanding of individual potential.
- Effective interpersonal skills will enable successful collaboration in a variety of settings.
- An understanding and appreciation of human diversity is essential,
- Students should develop an understanding of the privileges and responsibilities of citizenship in our American democracy.
- Students should develop an understanding of our global society and an appreciation of beauty and culture in the world.

HIGH SCHOOL ADMINISTRATION

Mrs. Stacy Grimaldi	Principal	Ext 5500
Mrs. Lorena Dolan	Assistant Principal	Ext 5450
Mr. Nicholas Steffner	Assistant Principal	Ext 5502

SUPERVISORS

ENGLISH/MEDIA LITERACY		
Mr. Corey Walsh		Ext 5545
FINE, PRACTICAL & PERFORMING ARTS		
Mr. Thomas Maliszewski		Ext 5556
SCHOOL COUNSELING		
Mrs. Laura Kaplan		Ext 5503
MATHEMATICS		
Mr. Donald Tobey		Ext 5584
PHYSICAL EDUCATION & HEALTH		
Mr. Michael Sandor		Ext 5542
SCIENCE		
Mr. Thomas O'Dowd		Ext 5575
SOCIAL STUDIES		
Mr. James Woods		Ext 5568
SPECIAL EDUCATION		
Ms. MaryBeth Reardon		Ext 5602
WORLD LANGUAGES		
Ms. Ana Ventoso		Ext 5531
ATHLETIC DIRECTOR		
Dr. Patrick Scarpello		Ext 5542

BOARD OF EDUCATION

Mr. David Dietze, *President*
Mr. Rick Hanley, *Vice-President*
Mr. Chris Bonner
Mrs. Debbie Chang
Mr. Emile George
Mrs. Debra McCann
Mrs. Vanessa Primack

STUDENT COUNCIL OFFICERS

Emma Osborne, *President*
Thomas Quinn, *Vice President*
Zoe Tenny, *Secretary*
Grace Donohue, *Communications Chair*

CLASS OFFICERS

Class of 2017

Matt Wilson, *President*
Kira Ross, *Vice President*
Maddie Collins, *Treasurer*
Kate Griffith, *Secretary*

Class of 2019

Will Stern, *President*
Brian Kaelin, *Vice President*
Micaela Nardino, *Treasurer*
Isabella Cusumano, *Secretary*

Class of 2018

Greg Vlass, *President*
Dylan Ingerman, *Vice President*
Catherine Juliano, *Treasurer*
Hamail Iqbal, *Secretary*

Class of 2020

Officers to be determined

SPECIAL SCHEDULES

Single Session Bell Schedule

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

Delayed Opening Schedule

If it is determined that there will be a late opening of school, the school day will begin at 9:45am.

DAILY TIME SCHEDULE

	Mon	Tues	Wed	Thurs	Fri(E)
Times A-D	A	B	C	D	1
7:45-8:43	1	2	3	4	2
8:47-9:45	2	3	4	1	3
9:49-10:47	3	4	1	2	4
10:47-11:47	Lunch	Lunch	Lunch	Lunch	Lunch
11:47-12:45	6	7	8	5	5
12:49-1:47	7	8	5	6	6
1:51-2:49	8	5	6	7	7
					8

SCHEDULE OF CLASSES

Letters designate the rotation of classes with the following sequence:

Monday – A day
Tuesday – B day
Wednesday – C day
Thursday – D day
Friday - E day

Days of exception to the schedule:

September 8-9 (E days)
October 7 (A day)
October 14 (C day)
October 21 (C day)
November 7 & 9 (E days)
November 21-22 (E days)
January 6 (A day)
January 17-18 (E days)
January 25-26 (E days)
February 22-24 (A, B, C)
February 27-March 3 (D, A, B, C, D)
March 17 (C day)
June 2 (A day)

Single session days:

October 28
November 7
November 9
November 23
December 23
January 27
February 17
March 15

Midterm Exams:

January 19, 20, 23, 24
(1st exam 8:00am-10:00am; 2nd exam 10:30am – 12:30pm)

School is not in session on the following days:

October 3
October 12
November 8
November 10
November 11

November 24
November 25
December 26 – January 2
January 16
February 20
February 21
April 10-14
May 29

ACADEMIC PROGRAM

Academic Standing

In order to recognize academic excellence, the following standards have been set:

High Honor Roll:

Any student with grades of all A's or grades of all A's and one B achieves high honor roll status.

Honor Roll:

Any student with only A's and B's achieves honor roll status.

A= A, A- B= B+, B, B-

Academic Recognition

Each September after all grades have been finalized, the school awards recognition of academic excellence to students who have achieved at least a grade point average of 4.3 for Summa Cum Laude, 3.8 for Magna Cum Laude and 3.6 for Cum Laude. This appears on transcripts.

Seniors are also recognized at graduation. Seniors will receive honor chords and recognition in the graduation program at the commencement ceremonies for achieving a grade point average of 4.1 or above based upon 7 semesters of work. Those students who earn a GPA of 4.1 or higher once final grades are calculated will receive a letter and a seal for their diploma after graduation.

Before & After School Help

If a student is in need of academic help outside of the normal class setting in any subject, the student should not hesitate to see his/her teachers. Teachers are available before and/or after school. The student should arrange a specific time with teachers to come in for help. Many teachers have coaching or club responsibilities, but will make adjustments for students. Students who participate in sports will be accepted late to practice if they bring a note from their extra help

teacher. Students should come to the help session prepared to ask questions that have been well thought out. Before and after school library and computer room hours will be posted at the beginning of school.

During the school day, there are academic centers established for various subject areas. These help centers are located in the library. Students can access the help centers during their study hall period or during the lunch block.

Educational Field Trips & In-School Events

Field trips or in-school activities for classes, clubs and other organizations provide opportunities to extend and enrich the learning environment for our students. The same regulations that apply to students when on school premises apply to students when they are on trips. Parental permission slips are required from all students planning to participate. Failure to complete a permission form will prevent a student from participating. Prior approval of the Board of Education is required for those field trips.

Any medical alerts must be included with the permission slip. Class work missed as a result of the trip must be completed and submitted in accordance with the provisions of the make-up policy. Any student may be exempted from a school trip due to disciplinary concerns as determined by the school administration.

Participation on a field trip is a privilege. Any student who does not adhere to behavior, attendance, and academic standards may be excluded from any or all school activities, including field trips. A student who violates rules or disregards the authority of supervisors on a field trip significantly endangers the safety of other pupils and may be summarily dismissed from the trip. An absence due to a field trip/in-school activity is considered an excused absence, but counts towards the total number of absences for a student in a particular class.

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 grades earned at Summit High School and approved Option 2 courses will be used in this calculation.

Grading System

The grading letters will reflect the following numerical grades:

A	93 – 100		P	Pass
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A-	90 – 92	WF	Withdraw Fail
B+	87 – 89	WP	Withdraw Pass
B	83 – 86	M	Audit
B-	80 – 82	ME	Medical Excuse
C+	77 - 79		
C	73 - 76		
C-	70 - 72		
D	60 - 69		
F	Below 60		

With administrative approval, students may be permitted to drop a course prior to October 1, without record on their transcript. Any course withdrawal after this date will be reflected as WP or WF as determined by the student's grade at the time of withdrawal.

Final averages for each course are calculated as follows:

- Full year courses:
 - each quarter worth 20%
 - midterm exam worth 10%
 - final exam worth 10%
- Semester courses:
 - each quarter worth 40%
 - final exam worth 20%

During the first three marking periods of the year, the minimum grade a student can receive is a 50%. This is done to ensure that students have 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. Teachers will contact the parent/guardian of any student who is in danger of earning less than a 50% during the fourth marking period.

Final averages have the following point system equivalent:

<u>Grade</u>	<u>Regular</u>	<u>Honors/Advanced Placement</u>
A	4.3	5.0
A-	4.0	4.7
B+	3.7	4.3
B	3.3	4.0
B-	3.0	3.7
C+	2.7	3.3
C	2.3	3.0
C-	2.0	2.7
D	1.3	1.3
F	0	0

*Summit High School does not use class rank on transcripts. Students may consult with their counselor regarding this practice.

Graduation Requirements

In order to graduate from Summit High School, a student must complete 130 credits during the course of grades 9-12. Satisfactory completion of a full-year course earns 5 credits and satisfactory completion of a semester course earns 2.5 credits. Students, therefore, must gain credit for 26 full-year courses (or equivalent) to earn a diploma. The courses may be taken in any department or subject areas, but must include:

<u>Subject</u>	<u>Total Credits</u>
English	20
World History	5
U.S. History	10
Mathematics*	15
Science**	15
World Language	5
Visual & Performing Arts	5
Financial, Economic, Business, and Entrepreneurial Literacy	2.5
21 st century life and careers, or career-technical education	5
Health & P.E.	20
Minimum elective	30

* Beginning with the Class of 2016, courses must include Algebra I and Geometry or the content equivalent and a third year of math that builds on the concepts and skills of Algebra and Geometry and prepares students for college and 21st century careers.

** Beginning with the Class of 2016, courses must include at least five credits in laboratory Biology/Life Science or the content equivalent, an additional laboratory/inquiry-based science course including Chemistry, Environmental Science, or Physics, and a third laboratory/inquiry-based science course.

Students can meet the New Jersey State graduation testing requirement in a variety of ways. Students should speak to their counselor as to which test will be used to satisfy this requirement.

Participation in the graduation ceremony is a privilege, not a right. In order to participate, students should have completed all graduation requirements and demonstrate responsible school citizenship.

Honors/AP Process

Students are encouraged to apply for an Honors/AP course if they meet the selection requirements listed below and are willing to work up to course expectations. Consulting with current teachers, counselors and department supervisors are valuable steps in this process. Students applying for an Honors/AP course(s) must meet required application deadlines.

Students presently in an Honors/AP course will be accepted into the next level in a certain subject area if they have a B- or better average at the midterm with no grade less than a C+.

Students presently in a regular level course within a certain subject area will be accepted into an Honors/AP course if they have an A- or better average at the midterm with no grade less than B and a recommendation from their current teacher.

Acceptance into an Honors/AP course is a full-year commitment. Poor performance in an Honors/AP course may result in administrative removal. Changes out of these classes are not permitted unless there are extenuating circumstances. If a course change is made, students will carry their grade from the previous class. Course changes will only be made after the end of the first marking period. If a course change is made, the unweighted grade will be used in the new course. Specifically, students applying to these courses will:

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

Honors/AP Appeal Process

If the student does not meet the above criteria and has followed the application process, met all deadlines, and still wishes to take the class, they may appeal. The appeal process is outlined below, but described in detail as part of the Honors/AP application process.

Level 1 - Department Supervisor (determined in 4th marking period)

Level 2 - Assistant Principals (determined during the summer)

Level 3 – Principal (as needed)

If a student has not applied for an Honors/AP course by the announced deadline, or met the appeal process deadlines, then that student will **not** be permitted to appeal for admission into that course.

Incomplete Grades

Incompletes (I) are given only in cases of extended illness or personal or family crisis. The maximum time for completion of work or exams is **two weeks** unless extensions are given through the child study team or with permission of the principal.

Midterms and Final Exams

Midterms and final exams are required in all classes. For midterms and final exams, students will receive the actual grade earned, even if it is below 50%. In a full year course, *any senior* who has received a grade of B- or higher for the four quarters and the midterm examination is considered exempt and may opt not to take the final exam. For a full-year course, if an exempt *senior* chooses not to take the final exam, then the midterm exam grade will be used for the final exam.

In a second semester course, *any senior* who has received a grade of B- or higher for the two quarters is considered exempt from the final exam and may opt not to take the final exam. The final exam grade will be the average of the third and fourth quarter grades.

In Advanced Placement classes, *any student* who has received a grade of B- or higher for the four quarters and the midterm examination is considered exempt and may opt not to take the final exam. In Advanced Placement classes, *any student* who is not exempt from taking the final exam must complete a teacher-selected activity or may opt to take a final exam during the final exam period. The activity will be counted in the fourth marking period grade, and the midterm exam grade will be used as the final exam grade.

Any student who has cut a class shall not be permitted an exam exemption for that class.

A midterm and final exam schedule will be established for January and June exams respectively. **All students must take the exam at the scheduled time unless they have prior approval from the principal to move an exam.** All requests must be submitted by a parent or guardian on the appropriate form that can be found on the school website. Requests related to changing the test date for midterm exams should be submitted by January 4th and for final exams by May 20th. Only illness, death in the family, or college orientation are generally accepted reasons for missing an exam.

Students who are absent unexcused from their midterm exams receive a grade of F(0) for the exam. An unexcused absence to a final exam will result in a grade of WF for the exam, a grade of WF for the final average and loss of credit in that class. Failure to complete a required research paper or project equivalent will result in a WF and loss of credit in that class. Failure to complete research projects in other core courses will have a significant impact on quarterly grades. Courses that require research papers to pass for the year are:

- All levels of US History 1
- All levels of US History 2
- All levels of English 3
- All levels of English 4

Students who have study hall periods are not required to attend these classes during the midterm and final examination periods. For the midterm and final exam periods students are not required to attend their physical education or health periods, but are encouraged to use this time to study for other exams.

Pass/Fail and Audit Options

In order to encourage students to consider electing a full schedule rather than seven courses and study hall, students who carry eight classes may take one course on an audit or pass/fail basis. Students auditing a class are allowed to participate but will not earn a grade nor credit. Students taking a class pass/fail earn credit if they pass, but the grade of pass (P) is not included in their grade point average. The pass/fail option is limited to electives. Students who wish to pursue these options should make their request to their counselor during the first three weeks of the course.

PowerSchool Access

Summit High School students and parents have access to view students' grades and attendance on-line using the program, PowerSchool. This program allows students and parents to view both current averages and a detailed list of graded assignments for the current quarter. This program also allows students and parents to view student attendance and the "Daily Bulletin," that lists the morning announcements for a specific day.

Student Study/Homework Guide

Homework is an appropriate extension of classroom instruction and, as such, it should be carefully planned and effectively utilized throughout the entire academic program. Students are made aware from the beginning of the school year that:

1. There are outside-of-class requirements in every course.
2. These assignments have a valid educational purpose.
3. The teacher will hold each student responsible for the successful completion of the assignments.

Study Halls

Students with a morning study hall, may request late entry (8:30am on A, B, C, and D days and 8:20 am on E days) into the building when the study hall is during the first time slot. The application process will be reviewed in study halls during the first weeks of school and at the beginning of the second semester. This privilege may be lost if students enter study hall after the late entry time.

Unassigned Study

Seniors who have sound academic standing, and who demonstrate good school citizenship and attendance, may apply for an unassigned study pass in the second through fourth quarters. These students may use their unassigned study time in the library, senior area, computer labs or receiving extra help. Students with a morning unassigned study hall period must arrive and sign into the library by 8:30am when that period occurs during the first time slot. Students with an afternoon unassigned study may leave at 2:00pm when that unassigned period fall during the last time slot of the day. Failure to use the unassigned study pass appropriately will result in the loss of the unassigned study pass with a subsequent assignment to a study hall. Unassigned study is a **senior privilege** for those in good academic standing and who demonstrate good school citizenship and attendance. Students must meet a grade requirement of a B- or better in all of their classes. Citizenship, attendance and academic standing will be evaluated on a quarterly basis.

Seniors will lose the unassigned privilege if they decide to:

- (1) Cut a class
- (2) Accrue 8 morning lates to school within a marking period
- (3) Accrue 9 lates to any class within the year
- (4) Commit an act that results in suspension
- (5) Leave school grounds without permission

Senior Lunch Privilege

Students with unassigned study may request the administration's approval to leave campus during the lunch block. Students who have been granted permission to leave may only leave campus during the block lunch and may extend that period when their unassigned study hall is immediately before or after lunch. A student's time out of the building may not exceed 90 minutes. Seniors who meet the requirements for unassigned study and carry a full schedule of 8 courses may request approval for senior lunch privilege. Students requesting this privilege must obtain parental consent and hand in all necessary paperwork prior to being granted approval. This privilege may be revoked if a student violates any rules set out in the contract. The administration reserves the right to suspend the senior privilege at any point during the school year. Students who do not have senior privilege are **not** allowed to leave for lunch.

ATTENDANCE PROCESS

Regular and consistent attendance is required for the successful completion of each course offered at Summit High School. Board of Education Policy supports this requirement. Attendance is also monitored by the State of New Jersey and is the basis for school funding. To receive credit for a course, students must attend each class on a regular basis and complete a final exam at the end of each semester in which the course is offered.

If a student is absent for any reason, the student's parents are required to notify the school as early as possible on the day of the absence. If the school does not receive a phone call by the parent, a written excuse from home should be brought to the attendance office on the morning of the student's return to school. Students may make up homework or exams only after excused absences. It is the student's responsibility to make arrangements with teachers within a day of returning.

Students who are absent from school **may not** participate in sports or extracurricular events that day or evening. Students must be in

attendance in school for at least four hours of instruction on the day of a sports or school event.

Excused Absence

Parents are required to call the attendance office at 908-273-1544 if a student is to have an excused absence. A student's absence will be excused for the following reasons:

1. Personal illness, verified in writing by a parent or physician; Students should present this written notice to the attendance office on the day they return to school;
2. For religious holidays, as mandated by the State of New Jersey, students are encouraged to attend services scheduled during non-school hours whenever possible;
3. Death in the family;
4. Required attendance at a legal proceeding;
5. Personal obligations that cannot be completed at times other than during the regular school day. Such absences must be verified in writing by parents and must be approved in advance by the principal;
6. School-sponsored activities (e.g., school counseling services, field trips, and testing). Field trips will be counted as an excused class absence;
7. Certain planned absences - e.g., college visits and other activities deemed necessary by both parents and the school - with approval in advance from the principal;
8. Suspension from school.

Extended absences due to family vacations are strongly discouraged. The Board of Education does not condone this practice, as students will miss required course time and experiences, and the teaching staff will not be expected to provide specific assignments prior to students' departure. In the event that an extended absence is required, a parent or guardian must submit a written request to the principal a minimum of five school days in advance.

Removing students from school for appointments should be avoided whenever possible, as this contributes to their cumulative absences and loss of instructional time.

Unexcused Absence

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 medical office or attendance office.

If a student fails to follow this policy that student 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.

The student will also be subject to the following consequences:

- 1st Cut: a) 2 afternoon detentions
 b) loss of unassigned study
 c) loss of eligibility for exam exemption
- 2nd Cut: a) 4 afternoon. detentions
 b) loss of parking privileges
 c) parent contact to discuss further consequences
- 3rd Cut: a) 1 day suspension which includes a readmit parent conference or phone call. This discussion will focus on the consequences of a fourth cut. In attendance during this conference will be an administrator, the student's counselor, teacher of the specific course may be present, and if appropriate, a child study team representative
- 4th Cut: The student will be withdrawn from the class and receive a WF (withdrawn failure)

Cumulative Absences

Attendance in class is required for a student to receive credit for a course. Cumulative absences consist of all absences from a class, including but not limited to; illness, appointments, field trips, absences for extra-curriculars, college visits, nurse and counseling visits, and family vacations.

Consequences for Cumulative Absences (total absences during the school year/corresponding totals for semester courses are in parentheses)

- 9 (6) Referral form indicating total absences will be mailed home.
- 16 (9) In-school parent conference or phone conversation. The contact will focus on the consequences of the accumulation of the 20th (12th) absence.
- 20 (12) The student may be withdrawn from the course and will receive a WF (withdrawn failure).

Morning Lateness (Counted on a cumulative basis during a marking period)

Classes begin at 7:45am, therefore it is necessary for students to arrive on campus before this time. Students who arrive between 7:45am and 8:00am must report to the sign-in area in front of the auditorium. Between 8:00am and 9:00am, students arriving late must report to the main office. After this time, students arriving late to school must report to the attendance office. Teachers shall record students' tardiness and attendance in PowerSchool at the end of the first time slot. Lateness in the morning, excused or unexcused, will be counted on a cumulative basis during a marking period and will receive the following consequences:

- 4 1 morning detention
- 6 a) 2 morning or afternoon detentions
b) loss of unassigned study/late entrance to school
- 8 a) 4 morning or afternoon detentions
b) loss of parking privilege
c) Meeting or phone call of the administration, school counselor and a parent/guardian to discuss the morning lates. During this contact, the consequences for additional lates will be presented and determined.

Any student who has accumulated 20 morning lates during the course of the school year will lose their parking privileges.

Lateness to class

A student is considered late to class any time he arrives after the late bell has rung. Lateness to class during the school day will be excused only if the student can present a note from a staff member. Students who are late to class will be subject to the following consequences

- 4 2 detentions
- 7 a) 4 detentions
b) loss of unassigned study
- 10 a) 1 day suspension which includes a readmit parent conference or phone call. The meeting or phone call will focus on the consequences of the accumulation of the 15th late. In attendance during this contact may be the administration, the student's counselor, the teacher of the specific course, and, if necessary, a child study team representative.
b) Loss of parking privileges
- 12 The student may be withdrawn from the course and will receive a WF (withdrawn failure).

Students missing more than 15 minutes of class time are marked absent. If it is unexcused, it is a cut and will be recorded as such.

Students who are excused for valid reasons (nurse, school counseling, music lesson) will be recorded as absent.

Central Detention

After school detention is held in a designated classroom from 3:00pm until 3:50pm on Tuesday, Wednesday, and Thursday. At the end of afternoon detention, students must exit the building. Morning detention is held from 7:00am until 7:40am on Tuesday, Wednesday, and Thursday. Lunch detention is held during the first 30 minutes of the lunch block on Tuesday, Wednesday, and Thursday. Students will be able to eat lunch during the 2nd half of the lunch block.

Students who do not report to detention as directed will receive the following consequences:

- a. 1st missed detention: 2 lunch detentions plus the original detention
- b. 2nd missed detention: 4 lunch detentions, plus the original detention, the loss of unassigned study hall, and contact with parent/guardian
- c. 3rd missed detention: 1-day suspension plus the original detention, loss of parking privileges and a re-admit conference that will outline further consequences for missed detentions including, but not limited to; loss of athletic participation and other extra-curricular privileges.

Early Dismissals

Removing students from school for appointments should be avoided whenever possible, as this contributes to their cumulative absences. However, if students must leave school for a specific reason before their last class they must sign out in the attendance office. A hand-delivered written note (not an email or phone call) is required for students to be released from school. Students must present this note to the attendance office **before 7:45am**. This note must be signed by a parent. If it is for a doctor or dentist appointment, it should include the doctor's name and phone number. Calls will often be made to verify these notes. **No notes will be accepted after the fact.** If no note is received, absences from classes will be regarded as cuts. Participation in extracurricular activities or evening events (including the prom) is dependent upon students attending school for a 4 hours of instruction. **Under no circumstances may students be dismissed from school for lunch.**

Extracurricular Events

For school functions (prom, semi-formal, athletic events, performances etc.), students must be present from 7:45am until 12:45pm or arrive no later than 9:45am in order to be admitted into the event.

EXPECTATIONS

Acceptable Use Policy for School Internet

The district computer network, email system, and issued hardware facilitates communication in support of research and education. Students are required to sign the Acceptable Use Policy Statement in order to access school computers and network. Failure or delay in signing this statement will prevent the student from using the computer facilities, accessing email, or receiving any hardware. Before being allowed to access the network, students must receive training in use and etiquette on the school network. To insure appropriate use of the Internet and Network, the school has established the following guidelines:

1. Students should always have a specific topic of interest for research when using the Internet.
2. Information downloaded from the Internet must be classroom related.
3. Students are not allowed to review or download any material that is obscene, vulgar, sexually explicit, racist or otherwise inappropriate.
4. Students may not use the system, district-issued email, or hardware issued to students to harass or threaten any other person.
Consequences for misuse/abuse of the Internet, network, email, or district-issued hardware may include:
 - a. Warning.
 - b. Loss of privilege to access the Network and Internet.
 - c. Loss of computer privileges at Summit High School.
 - d. Referral to the administration for discipline.
 - e. Loss of grade on assignment.

It is the high school's expectation that students use technology solely for the learning goals of the school.

Assemblies

Assemblies provide opportunities to share talent, create cultural awareness, nurture school spirit and expand upon the classroom learning experience. Assemblies take place in either the gym or

auditorium. It is important to be a respectful audience and to respond in an appropriate manner.

Attending assemblies is a privilege, not a right. Any students who do not meet the standards of behavior will be removed from the assembly and will receive disciplinary consequences.

Cafeteria & Other Designated Eating Areas

The lunch period is designed to provide a balanced diet and opportunities for academic support/enrichment, socialization and relaxation. Please keep in mind the following simple rules that should be followed at all times:

1. Designated eating areas are places for students to eat. Please keep them pleasant by being courteous and showing respect for the rights of others.
2. The throwing of food, papers, etc. is strictly prohibited and will result in disciplinary action including exclusion from eating in the cafeteria and possible suspension.
3. Each student is responsible for cleaning his or her eating area before leaving the area. Students are to be responsible for their food, lunch wrappers and trays. Everyone must discard or recycle these items in the proper receptacle. This means leaving the area clean. Students who do not clean up will be referred for disciplinary consequences.
4. During the lunch period, students are allowed to eat in designated areas. Please clean up the areas completely and do not go into the parking lot or leave school grounds at any time.

Conduct Expectations

To ensure a safe and positive environment for students, staff, and visitors, it is imperative that students adhere to the following expectations:

1. Physical or verbal violence, any form of harassment, intimidation or bullying, and/or threatening behavior will not be tolerated and may result in suspension from school.
2. Students are expected to use courteous and proper language at all times. Inappropriate gestures or language toward staff or fellow students will not be tolerated.
3. 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.
4. Classroom behavior should always be courteous, respectful and attentive. Students should be prepared on a daily basis.

5. Cheating, in any form, is unacceptable and will be met with loss of credit and disciplinary action.
6. 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.
7. Inappropriate dress is unacceptable. Attire should be appropriate for the educational environment. Students will be asked to change, sent home, or articles will be confiscated.
8. Smoking, the use of electronic cigarettes or vaporizers, 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.

Cheating/Plagiarism

Students are expected to be honest. No form of cheating is acceptable. Whether a student is cheating alone or collaborating with others to cheat, the results are harmful to those involved and to the entire school community. Cheating includes, but is not limited to stealing, copying homework or other assignments, or providing answers on any quiz, exam, report or essay; changing grades wherever they are recorded; using a calculator or other electronic device to store data or graphics for a test; stealing another student's work and passing it off as your own; or copying text without documentation from any published or Internet source (see below).

Students who store school assignments on electronic devices must take responsibility for the security of their own work. Allowing or providing the opportunity for other students to access one's electronic files containing schoolwork will be considered cheating.

When the teacher or administrator has determined that cheating has occurred, they will discuss the incident with the student and review the school policy. The teacher will then contact the student's parent(s) or guardian to arrange a conference. The teacher and the assistant principal will determine the extent of cheating and the loss of credit. The assistant principal will record the incident and students with repeated cheating violations shall face additional disciplinary action, including loss of credit.

All student work submitted for grading or publication must be the work of the student or should cite the source of the material. This includes materials from print publications as well as those from electronic sources. The Summit Public Schools Acceptable Use Policy describes the responsibility of students in the use of school networks and the

consequences for misuse of these privileges. The procedure for citing other sources will be provided as part of the assignment. The school media specialists can also provide information about citing sources. Students who copy sources without citing them or use someone else's materials will receive no credit for the plagiarized work.

Harassment, Intimidation, and Bullying

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:

- 1) 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
- 2) Takes 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, and that
- 3) 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
- 4) Has the effect of insulting or demeaning any pupil or group of pupils; or
- 5) 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.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, a cellular phone, computer, or pager.

The following investigation procedure shall be used for all allegations of harassment, intimidation, or bullying:

- 1) An investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident and shall be conducted by the school's Anti-Bullying Specialist.
- 2) The investigation shall be completed as soon as possible, but not later than ten school days from the date of the written report of the incident of harassment, intimidation, or bullying.

- 3) The results of the investigation shall be reported to the Superintendent of Schools within two school days of the completion of the investigation.
- 4) The Superintendent of Schools may decide to provide intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.
- 5) The results of each investigation shall be reported to the Board of Education no later than the date of the next Board of Education meeting following the completion of the investigation, along with information on any services provided, training established, discipline imposed, or other action taken or recommended by the superintendent.
- 6) Parents or legal guardians of the pupils who are parties to the investigation shall be entitled to receive information about the investigation including the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.
- 7) A parent or legal guardian may request a hearing before the Board of Education after receiving the information.
- 8) At the next Board of Education meeting following its receipt of the report, the Board of Education shall issue a decision, in writing, to affirm, reject, or modify the superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with the procedures set forth in law and regulation, no later than ninety days after the issuance of the Board's decision.
- 9) A parent, pupil, legal guardian, or organization may file a complaint with the Division of Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group.

Dress Code

Appropriate school attire is required of all students. Students will be required to change their attire or be sent home if wearing:

1. Extremely low-cut, tight fitting or transparent clothes, bare midriffs, and suggestive clothing;
2. Skirts, dresses, and pants that end higher than mid-thigh;
3. Outdoor jackets, coats, or hats except when entering or leaving the building and when there is a defect in the heating system;

4. Bare feet, unsafe footwear, cleated shoes, backless shoes, and footwear intended for the beach;
5. Patches and decorations that are offensive or obscene;
6. Undershirts (underwear) worn without an outer shirt;
7. Clothing that is overly soiled, torn, worn, or defaced;
8. Nonprescription sunglasses, glazed, and tinted glasses, except as prescribed by the pupil's doctor;
9. Portable audio or video devices;
10. Electronic communication devices, beepers and other summoning devices, except as permitted in Policy No. 2360;
11. Clothing, apparel and/or accessories which indicate affiliation with any gang associated with criminal activity or have references to alcohol, controlled dangerous substances, or tobacco;
12. Clothing containing profanity or sexual references or innuendoes;
13. Clothing which includes racial, religious, or ethnic violence;
14. Hats, hoods, visors, headbands and other headgear; and
15. Any clothing that is likely to create a material and substantial disruption to the school environment.

Electronic Devices

Cell Phones: 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. 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.

iPods and iPads: Students are not permitted to use these devices during class unless given permission by the instructor. Students are permitted to use these electronics devices during their study hall period and lunch period. Students' use of these devices during passing times should not interfere with their ability to hear.

Chromebooks: 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 activity at hand. Only school related e-communication is allowed.

If a student chooses not to follow the above rules, the following consequences will be applied:

- 1st time: a) device will be confiscated and turned into the main office
b) warning from a building administrator
- 2nd time: a) device will be confiscated and turned into the main office
b) 1 after-school detention
- 3rd time: a) device will be confiscated and turned into the main office until parent comes in for conference
b) 2 after-school detentions
c) parent contact to discuss further consequences
- 4th time: a) electronic device confiscated and turned into the main office until a parent comes in for a conference
b) 1 day suspension

A student may retrieve such devices from a building administrator at the end of the day. Failure to turn over the device to a staff member may result in additional consequences.

Emergency Student Communication

Students should not receive phone calls directly from home. There are times when an emergency arises which necessitate a call from a parent. Exceptions are made in extreme emergencies by contacting the main office and getting the approval of a school administrator.

If there is no phone service to the school and there is an emergency, dial 273-1495. (This number is not in service at other times.)

Fire/Emergency Drill Regulations

Two drills will be conducted each month to practice emergency procedures. Students are expected to respond quickly to the directions given by their teacher or administrator. Following procedures and directions is crucial to ensure their own safety and the safety of the school community. Students who do not follow these directions will be subject to disciplinary action up to and including suspension.

Students who falsely pull a fire alarm or call in a threat to the building will be dealt with in a severe manner. The police will be called and the student will be subject to suspension and further consequences as deemed appropriate by the administration.

Hall Lockers and Locks

Hall lockers will be available to all students in grades 9-11. Students will be assigned a specific locker and combination lock at the beginning of the school year. Lockers are available for seniors upon request. Each student will also be assigned a locker in the locker room for use during physical education. Students are expected to use these lockers and to keep them neat and clean at all times.

1. Only combination locks issued by the school are permitted. The custodians will remove unauthorized locks.
2. Lockers are the property of the school and are subject to periodic inspection. Duplicate combinations and master keys are retained in order to facilitate entry into students' lockers.
3. Locks must be left on the locker at the end of the school year or a replacement fee will be charged.
4. Combinations should be memorized and locks should be locked at all times. The school is not responsible for lost or stolen items, but will assist in the recovery of items.
5. Students should not bring valuables such as iPods or other expensive items or large sums of money to school.
6. Theft of personal or school property is a serious offense and will result in suspension and possible signing of a police complaint.
7. The school assumes no responsibility for items left in lockers and strongly advises that jewelry, large sums of money, etc. not be stored in the locker. In PE classes, all personal items should be locked in the physical education locker. Any items of significant value should be given to the physical education teacher to be stored in the office during class or practice.
8. Lockers or lock combinations must not be shared with other students.

Identification Badges

Each student is issued an identification badge that is designed to ensure school safety. Students are required to have their school-issued identification badge in their possession at all times and be prepared to show it to a staff member when requested. If a student loses his identification badge, it can be replaced for a \$5 fee.

Integrity/Character

Students are expected to be forthcoming, honest and compliant with all staff members. All statements and documents given to the school are expected to be true and authentic. The giving of false information to staff members and administrators or the forging of documents or

signatures will not be tolerated and will be met with disciplinary consequences.

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 school building during school hours unless they have signed out in the attendance office before leaving. In all cases, they must have written permission from their parents. The school will notify parents when students leave school without authorization. **No notes will be accepted after the fact.** Notes must be hand-delivered to the attendance office prior to 7:45am if a student is to be dismissed early.

In addition, students who leave the school building without authorization will be subject to the following consequences:

- 1st Offense: a) 2 detentions
 b) loss of unassigned study
- 2nd Offense: a) 4 detentions,
 b) loss of parking privileges
- 3rd Offense: a) 1 day suspension
 b) reentry parent meeting with an administrator to discuss consequences of the 4th offense.

Students who leave school grounds will be subject to additional consequences.

School Publications

The Board of Education encourages and permits the preparation and distribution of school sponsored publications under staff direction in order that pupils learn the rights and responsibilities of the press in a free society. Issues on which opposing points of view have been responsibly promoted may be introduced in a school-sponsored publication provided that all involved are given adequate opportunity to present their views. All publications must have approval of the school administration.

No school-sponsored publication may contain materials that are grossly prejudicial to an ethnic, national, religious, or racial group or to either gender; libel any person or persons; seek to establish the supremacy of a particular religious denomination, sect, or point of view over any other; advocate the use or advertise the availability of any substance or material that constitutes a direct and substantial danger to the health of pupils; contain obscenity or material otherwise deemed to be harmful to

impressionable pupils; incite violence, advocate the use of force, or urge the violation of law or school regulations; solicit funds for non-school organizations when such solicitations have not been approved by the superintendent; or promote, favor, or oppose the adoption of any bond issue, proposal, or questions submitted at any election.

Students who distribute unauthorized materials, publications or advertisements will face disciplinary action up to and including suspension from school.

Security/Surveillance

The security measures and surveillance equipment at Summit High School are in place to ensure the safety and security of the staff and students. These security measures include but are not limited to: windows, doors, door/window hardware, security cameras, alarms, etc. Any propping, tampering, disabling, or interference with any security procedures, hardware, or equipment will be met with immediate disciplinary consequences that may result in suspension.

Sexual Harassment Policy

The Board of Education explicitly forbids any conduct or expression that may be construed as the sexual harassment of any member of the school community by any student or employee of the district. Sexual harassment includes all sexual advances or suggestions, requests for sexual favors, wearing of clothing bearing slogans that are sexually offensive or demeaning in their innuendo, 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.

Everyone is encouraged to report any incident of sexual harassment to the building administration or any teaching staff member. Any employee who receives such a report should notify the building principal, who shall notify the district's Affirmative Action Officer. After investigation, appropriate disciplinary action will be taken.

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 following consequences:

- 1st Offense: a) 2 detentions
- b) loss of unassigned study

- c) products will be confiscated and the police may be contacted if necessary.
 - d) parents will be notified
- 2nd Offense: a) 4 detentions
b) loss of parking privileges
- 3rd Offense: a) 1 day suspension
b) reentry parent meeting with an administrator to discuss consequences of the 4th offense.

Student Obligations

Students who have incurred an obligation to the school, including but not limited to: books, equipment, forms or have not satisfied other obligations by the end of the year will not receive their final report card or working papers until the obligations have been met. Seniors who have not met their obligations will not receive their diploma until all obligations are met. Any plan for repayment must be approved by the school administration.

Student Parking

Parking on school property is a privilege and it is expected that students will be responsible for parking properly and observing all safety rules. There is designated parking for school visitors, faculty/staff, and an area for authorized student parking. Visitor and handicapped parking is clearly marked.

During the 2015-2016 school year, all cars must have numbered parking stickers and be parked in the designated area. Through a lottery system, seniors have been allocated numbered parking stickers. Students are expected to drive cautiously, within speed limits and by observing all safety rules. Students who do not have a numbered parking sticker are not allowed to park on campus. Students who leave school grounds during the school day without authorization, reach the threshold of lates, cuts, or smoking violations as outlined in this handbook, drive recklessly, do not follow parking procedures or have repeated violations of school rules will lose their parking privilege for the entire school year.

Substance Abuse Policy

Please refer to Policy and Regulation 5530 under the Policies tab at the district website www.summit.k12.nj.us for more information about the student substance abuse policy.

Consequences

Any violation of Board rules prohibiting the use, possession and/or distribution of a substance is a serious offense, and the student who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Students who violate the substance abuse rules will be disciplined as follows:

First Offense:

- a. A four-day suspension from school;
- b. If the student has not received medical clearance to return to school, then the student must have an additional medical examination, verifying that the student is no longer under the influence, and physically and mentally able to perform in school, such medical verification to be presented to the Principal at a re-entry conference at which a parent or guardian must be present;
- c. A re-admit conference with the family, student, principal or designee, and the Student Assistance Counselor;
- d. Two mandatory follow up meetings with a Student Assistance Counselor;
- e. Students who are suspended from school are not permitted to attend school events or activities, be on school grounds or attend classes during the period of suspension;
- f. A 30 calendar day suspension from athletic and/or extra-curricular activities. If there are any remaining suspension days at the end of the school year, these days will carry over to the beginning of the fall athletic, if applicable, or the beginning of the school year. Leadership positions will be revoked for the activity period or entire school year.

Second Offense:

- a. A ten-day suspension from school;
- b. If the student has not received medical clearance to return to school, then the student must have an additional medical examination, verifying that the student is no longer under the influence, and physically and mentally able to perform in school, such medical verification to be presented to the principal at a re-entry conference at which a parent or guardian must be present;
- c. Referral to and mandatory evaluation by licensed alcohol and other drug assessment and treatment facility. Student must comply with treatment recommendations resulting from such assessment;

- d. A re-admit conference with the family, student, principal or designee, and the Student Assistance Counselor;
- e. Three mandatory follow up meetings with a Student Assistance Counselor;
- f. Students who are suspended from school are not permitted to attend school events or activities, be on school grounds or attend classes during the period of suspension;
- g. A 60 calendar day suspension from athletic and/or extra-curricular activities. If there are any remaining suspension days at the end of the school year, these days will carry over to the beginning of the fall athletic, if applicable, or the beginning of the school year. Leadership positions will be revoked for the activity period or entire school year;
- h. The student forfeits the right to any Summit High School special award or scholarship for that school year.

Third Offense:

- a. The student will be suspended or expelled from school as recommended by the superintendent;
- b. If the student has not received medical clearance to return to school, then the student must have an additional medical examination, verifying that the student is no longer under the influence, and physically and mentally able to perform in school, such medical verification to be presented to the Principal at a re-entry conference at which a parent(s) must be present;
- c. Referral to and mandatory evaluation by licensed alcohol and other drug assessment and treatment facility. Student must comply with treatment recommendations resulting from such assessment;
- d. A re-admit conference with the family, student, principal or designee, and the Student Assistance Counselor;
- e. Students who are suspended from school are not permitted to attend school events or activities, be on school grounds or attend classes during the period of suspension;
- f. A 90 calendar day suspension from athletic and/or extra-curricular activities. If there are any remaining suspension days at the end of the school year, these days will carry over to the beginning of the fall athletic, if applicable, or the beginning of the school year. Leadership positions will be revoked for the entire year;
- g. The student forfeits the right to any Summit High School special award or scholarship for that school year.

Student Assistance

Students suffering from substance abuse are encouraged to seek help through a staff member. Conversations with staff members or with the student assistance counselor are confidential, as required by federal law. If requested to do so by the student, the staff member will accompany the student to the student assistant counselor's office and attend the initial conference.

Prohibited Activity

The Board of Education prohibits the use, possession, distribution and/or being under the influence of a substance on school premises, at any Board sponsored function or event away from the school premises, and in any transportation vehicle provided by this Board or used in conjunction with a school sponsored function or event. "Substance", as used in this policy, includes alcoholic beverages, controlled substances, anabolic steroids, any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction or dulling of the brain or nervous system, or over-the-counter and prescription medications which are improperly used to cause such intoxication, inebriation, etc. In addition, possession of any drug paraphernalia is included among these prohibited activities. The superintendent or his designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.

Identification, Investigation and Examination of a Student Believed to be Engaged in a Prohibited Activity

All staff members shall be alert to signs of substance abuse (including the use of anabolic steroids). Any staff member to whom it appears that a student may be currently under the influence of alcohol or other drugs on school grounds, including on a school bus or at a school-sponsored function shall report the matter as soon as possible to the administration and either the school nurse, the school physician, or substance assistance counselor, or the staff member responsible for the event. The student's parents and the superintendent shall be immediately notified and arrangements shall be made for an immediate medical examination of the student for the purposes of providing appropriate health care for the student and for determining whether the student is under the influence of alcohol or other drugs. The medical examination shall take place immediately but no later than four hours after parental

notification. To return to school, the student must have medical clearance from a physician. If the screening results in confirmation of substance use, the student shall be disciplined in accordance with the following procedures.

Theft and Theft Reporting

It is the responsibility of students to take care of their valuables. Avoid leaving backpacks, gym bags, purses, wallets or valuables unsupervised. Students should **NOT** share their locker combinations. Valuables should be secured in the locker room lockers during physical education and athletic or co-curricular participation. Students should not bring large amounts of money or valuable items to school. **The school is not responsible for the replacement of personal property.** If students see questionable or suspicious behavior regarding possible theft of personal or school property, it should be reported to a staff member immediately.

If a student is a victim of a theft, the student should report it to an assistant principal as soon as possible. Students will be asked to complete a theft report, and the administration will do an investigation of the incident. Students who are responsible for thefts of personal, intellectual/artistic or school property will face disciplinary action up to and including suspension. If the incident warrants, families may choose to file a police report.

Violence and Vandalism

Violent behavior or speech, whether directed at a person or upon a person, or school and personal property, will not be tolerated in any way. Willful destruction of school property will not be tolerated. Students who destroy or deface school property will be disciplined accordingly and assume financial responsibility for any and all damages. The police will be called for major violence or vandalism incidents.

Weapons Policy

Any student in possession of a firearm on school property, on a school bus or at a school sponsored function or committing a crime anywhere while in possession of a firearm shall be immediately removed from the regular school setting for a period of not less than one year. Any student who commits an assault with a weapon other than a firearm on school property, or at a school-sponsored activity shall be immediately removed from the regular school setting for a period of not less than one year. Students with disabilities who exhibit dangerous or violent

behavior may be removed immediately from the regular school setting in a manner consistent with federal and state law.

Any student possessing, using or exchanging any weapon on school property, on a school bus or at a school-sponsored activity shall be subject to stringent discipline and criminal charges. "Weapon" includes, but is not limited to, all firearms, knives, chains, dangerous instruments intended to inflict harm, components that can be readily assembled into a weapon, explosive devices, imitation firearms and anything readily capable of causing lethal harm or inflicting serious bodily injury. This includes but is not limited to knives, airsoft/ paintball guns, box cutters, or any instrument that could be reasonably perceived as potentially dangerous to the student population.

"Firearm" includes, but is not limited to, any handgun, rifle, shotgun, machine gun, automatic or semi-automatic rifle, or any gun, device or instrument in the nature of a weapon from which may be fired or ejected any solid projectile, 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 an explosive or the igniting of flammable or explosive substances. It also includes any firearm in the nature of an air gun, spring gun or pistol or other weapon of a similar nature in which the propelling force is a spring, elastic band, carbon dioxide, compressed or other gas or vapor, air or compressed air, or is ignited by compressed air, and ejects a bullet or missile smaller than three-eighths of an inch in diameter, with sufficient force to injure a person.

EXTRACURRICULAR ACTIVITIES

Athletic Competition

A student who wishes to participate in athletic competition must submit, on a form provided by the district, the signed consent of his or her parent or guardian. The consent of the parent or 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.

Good physical condition, freedom from injury and full recovery from illness are prerequisites for participation in athletic competition and practice. Each participant must receive a comprehensive physical examination conducted by the school medical inspector, the designated team doctor or the student's personal physician. Athletic forms are available online at the Summit High School athletic department website.

Approval for athletic participation is based on a student's academic achievement and good school citizenship. Students with outstanding detentions are prohibited from participating. In order for a student to participate in a practice or game he must be in school for a minimum of 4 hours on that particular day. No student serving 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 at an approved summer school in the summer of 2016, should a student fail a course and make it up in that fashion. Parents should be aware that not all courses are available in summer school or may only be available at a summer school elsewhere which would require tuition and transportation arrangements to be handled by the family. The principal will review the grades and citizenship quarterly and confer with coaches, school counselors and student athletes, if warranted. Notwithstanding these standards, a student who has begun to participate in a sport may continue to participate for the duration of the sports season. As a member of the NJSIAA and Union County Conference, all rules for athletic participation apply.

Athletic Trainers

In addition, students participating in athletics have the services of the school's certified athletic trainers who are available during the sports seasons. The athletic trainers assist with the care, prevention and rehabilitation of those injured playing a school sport. Parents may contact the athletic trainers at extension 5466 with questions concerning the care of their injured athlete.

Non-Athletic Extracurricular Activities

Approval for participation in non-athletic extracurricular activities is based on a student's academic achievement and good school citizenship, just as it is for athletics. Removal from an activity, including elected office, will occur if that student fails to maintain good character and act responsibly. In order for a student to participate in an extracurricular activity, he must be in school for a minimum of four (4) hours. No student serving out-of-school suspension may participate in any non-athletic extracurricular activity for the period of suspension

(the day suspension begins until the morning of return to school), and may return to the activity on the next day after suspension.

Spectator Responsibilities

Summit High School has adopted guidelines that are to be followed at all athletic events. Spectators are expected to:

1. Never use inappropriate language or gestures towards players, spectators, or officials.
2. Accept the decision of the officials.
3. Not endanger the safety or comfort of players, coaches, officials or other spectators.
4. Refrain from any actions deemed unsportsmanlike by the officials and/or school administration. Therefore, spirit signs are prohibited at athletic events.
5. Follow instructions from any on-site staff.

Any person violating this code will be subject to ejection from the event and students face disciplinary action including exclusion from attending school events, other athletic events, and possible suspension from school.

GENERAL INFORMATION

Daily Announcements

Daily announcements will be shared at the beginning of the school day. Students are responsible for their content. If necessary, afternoon announcements will be done at the end of the school day. Daily announcements are also available through the PowerSchool parent portal.

Drug Free School Zone

The Summit Board of Education is committed to providing the children of this district with a school environment that is conducive to learning and free of drugs and drug trafficking. To that end, the Board will cooperate fully with law enforcement agencies in accordance with the laws and rules of the State Board of Education.

The Board has an understanding with the Summit Police Department governing the roles and responsibilities of school employees and law enforcement officers with respect to controlled dangerous substances and to the planning and conduct of law enforcement activities and operations occurring on school property.

The Board authorizes the superintendent to approve undercover operations as may be necessary to identify and apprehend persons engaged in the illegal distribution of controlled substances on school premises. Any undercover operation must be planned and conducted in such a manner as to minimize the risk of interruption to the educational program.

The Superintendent is not obligated to reveal to the Board or to Board members individually, the existence of any undercover operation. Both policy and procedures on drug free school zones are available to all school employees, students, and parents.

Exchange Students

If a family is considering taking an exchange student into their home for the academic year, please be aware of the following procedures:

1. Letter of formal application must be submitted to the Superintendent of Schools at least three months prior to the arrival of the student.
2. Student application must comply with all state and federal laws regarding exchange students.
3. Student must submit health and academic records for consideration.
4. Program must be approved by the Summit Board of Education.
5. Student must be proficient in English.
6. Student must agree to comply with all school regulations.
7. Host family assumes parental responsibility.

Financial Need

Any student who needs assistance with payment for student events including, but not limited to, AP exams, prom, semi-formal, yearbook, and field trips should seek assistance from a teacher, counselor, advisor, or administrator. Accommodations may take the form of fee reductions or the opportunity for payment over an extended period of time.

Lunch

Students must use proper identification to purchase lunch. Under no circumstances, should a student use another student's account to make purchases. Parents have the option of setting up an account into which they can deposit funds to pay for student lunches. Any questions regarding school lunch accounts should be directed to the Pomptonian Food Service representative in the cafeteria office (ext. 5592).

The school district provides free or reduced lunches for eligible students according to federal guidelines. Students who receive free or reduced lunch are also eligible for reduced rates for other school activities or events. Students with questions or those seeking the application should report to the main office.

Posters and Notices

Posters, leaflets, questionnaires and notices of any kind must receive prior approval of the administration before being posted or distributed. Advertisements for outside activities will not be approved for posting. Students should not put any posters on the glass of doors or display cases. After an event, students are responsible for removing all posters or notices regarding that event.

School Closings & Openings

A decision on school closings due to weather or emergency situations will be announced as early as possible. The information will also be available on our phone system at 273-1494 and on the district website at www.summit.k12.nj.us. Summit Schools also uses an automated notification system to alert families about school closings. If it is determined that there will be a late opening, the school day will begin at 9:45am at the high school. Students and families should use this extra time in order to arrive at school safely and on time. Please allow additional travel time on these days. Early closings for the school will also be announced in the same manner. Please be aware that wherever possible, we try to conduct a 4-hour instructional day so that the day can be officially counted. If our school district's name is not announced, then our school is open and students are expected to be on time.

Search and Seizure

Court decisions on search and seizure clearly state that when a school official has reasonable suspicion to believe that a student possesses evidence of illegal activity or activity that would interfere with school discipline and safety, the school official has the right to conduct a reasonable search for such evidence.

Student Appeals Process

Students have the right to appeal a decision or imposed consequence. In general, the appeal levels include the teacher, department supervisor, an assistant principal, and the principal. It is expected that a student with a conflict will still behave appropriately during this process.

Student Visitors

No student visitors will be allowed during the school day.

Visitors

To ensure the safety and security of the building, all doors will be locked during the school day. All visitors to the building must report to the main office to gain access to the building and obtain a visitor's badge. Visitors should park in the designated visitor parking area located in the front row. Visiting alumni should visit staff outside of school hours or through an appointment.

Web Page

The Summit Public Schools has a web page at www.summit.k12.nj.us containing information on each of the schools, links to the Board of Education and policies, links to the district wide calendar, and links to recent communications of the Board of Education and the Superintendent. The high school page provides information about our building and programs. School closings will be listed on the web page as well.

Working Papers

In order to go to work, whether during the school year or summer vacation, all persons under the age of 18 are required by the Child Labor Law of the State of New Jersey to obtain an employment certificate, usually referred to as "working papers." Students must obtain a School Record form, Promise of Employment form and Physician's Certificate in the main office.

Students are encouraged to limit the amount of hours spent at their after-school jobs. Working longer hours does not provide adequate time for school assignments, projects, and sleep necessary to function well in school.

Yearbooks

Yearbooks are available for purchase online through Jostens, the yearbook publishing company.

HEALTH SERVICES

Nurse

The school's certified nurse can be reached at extension 5501. The school nurse provides health services that include:

1. State mandated yearly screenings that include vision, height, weight and scoliosis.

2. Medication administration and monitoring for students who require medications in the school setting.
3. Skilled nursing care and case management for children with special health care needs.
4. Monitoring of mandated immunizations and excluding students who do not meet the state and local immunization requirements.
5. Health counseling and education.
6. Referrals and communication with community-based resources, such as local and state boards of health.
7. Acute and emergency care. Parents are notified of a serious illness or accident. Since there is possibility of parents/guardians not being home in such instances, it is necessary to have an up-to-date emergency card on file and a person indicated as an emergency contact to assume responsibility.

Health Issues

Physical Examinations

Each student must be examined upon entry into the school district.

The examination must be done no more than 365 days prior to entry and must state what, if any, modifications are required for full participation in the school program. Each student's medical examination must be conducted by a physician licensed to practice medicine and surgery within the State of New Jersey or by a nurse practitioner/clinical nurse specialist certified by the New Jersey Board of Nursing working in collaboration with a physician licensed to practice medicine and surgery within the State of New Jersey at the provider's facility. A full report of the examination documents must be presented to the school.

Continuity of care by the student's pediatrician/primary health care provider during the development of a child is an ideal medical practice. It is during the child's regularly scheduled health examination that his/her needs for intervention, immunization, and Tuberculin testing may be addressed. The Summit Board of Education and the State of New Jersey strongly support the importance of obtaining physical exams on the child at least once during each of the student's developmental stages:

- Early childhood (preschool through grade 3)
- Preadolescence (grades 4 through 6)
- Adolescence (grades 7 through 12)

Immunization Information

Students entering grades 9-12 in New Jersey must meet the revised immunization requirements for Hepatitis B vaccination. Students are

required to document receipt of the two or three dose Hepatitis B series. All students must be in compliance with New Jersey immunization regulations to be admitted to or remain in school. Failure to comply with immunization requirements will result in exclusion. Immunization must be started and documentation (physician-signed certificate or an official school/public health department record) submitted prior to the beginning of the school year. Provisional admission will be granted to those students who are in the process of completing the series. If the doctor/practitioner has chosen the 2-dose schedule, it must be noted.

Medical Excuses

Students are required by law to participate in physical education if they are physically able. There may be times, however, when a student is physically unable to participate. Please follow this procedure:

1. Excuses for 1, 2, or 3 consecutive days require a parent note. This note is to be presented to the physical education teacher.
2. Excuses for more than 3 consecutive days require a doctor's verification. This excuse must be submitted to the nurse's office.

Medications

No medication will be administered to students in school except by the school nurse, another registered nurse, or the pupil's parent. Medication must be delivered to the school nurse in its original labeled container by the student's parent and must be accompanied by the parent's written request for its administration. The physician's written and signed statement of the medication's name, the purpose of its administration to the intended student, its proper timing and dosage, its side effects, and the time when its use will be discontinued is also required. The parent must promptly remove medication no longer required. An exception is made for students with asthma or other potentially life threatening illnesses, who shall be allowed to self-administer medication, provided permissions for such administration are on file in the office of the school nurse and comply with the conditions for granting permission contained in Regulation 5330.

Medications on School Field Trips

If a student receives medication and is going on a class trip, a parent/guardian must speak directly to the nurse at least 7 days before the event. The nurse will advise the parent of the procedures to follow for administering medication.

Orthopedic Conditions

Special and temporary orthopedic conditions requiring casts, splints or crutches need a doctor's note containing the reason for the device and what restrictions apply. The length of time for using the device should be included. Students should meet with the nurse prior to entrance back into school. Students should consult with the nurse if a medical condition would necessitate the use of the school elevator.

School Exclusions for Health Reasons

Students may be excluded from school for the following medical reasons:

1. Nausea, vomiting, abdominal pain.
2. Persistent headache, fever of 100 degrees or more
3. Red, sore throat, swollen tonsils or glands with or without fever.
4. Painful earache.
5. Frequent coughing or sneezing (unless these symptoms are related to a known allergy).
6. Red and watery eyes with drainage.
7. Wheezing or difficulty breathing.
8. Undiagnosed rashes, impetigo or other skin conditions.
9. Evidence of head lice infestation.

It is important that sick children not be sent to school. Children must be without fever for 24 hours before returning to school. If they have been diagnosed with strep throat or any other contagious disease, they must have been to a doctor and received appropriate treatment. Children diagnosed with conjunctivitis can only return to school when the drainage from their eyes has resolved. If a parent/guardian is at all unsure about their child's health, please call the nurse at 273-1494 ext 5501 to confer.

Sport Health Information

Each candidate for a school athletic squad or team is to be examined within 365 days prior to the first practice session. The medical examination must include a health history questionnaire completed and signed by the parent/guardian and student. The physical exam must be accomplished by a physician licensed to practice medicine and surgery within the State of New Jersey or by a nurse practitioner/clinical nurse specialist certified by the New Jersey State Board of Nursing working in collaboration with a physician licensed to practice medicine and surgery within the State of New Jersey and be documented on the "pre participation physical examination form" mandated by the State. The health history questionnaire will be required for each additional sport provided the athlete has not been injured in which case the athlete will

need documented evidence of his/her ability to return to the sport by his/her doctor or the 365 day limit on the medical evaluation has expired. The medical report must include a recommendation concerning the student's participation.

STUDENT SUPPORT SERVICES

Child Abuse and Neglect

The Board of Education believes the physical and mental well-being of all students in its charge is a prerequisite for optimal educational achievement. The school district will cooperate with the NJ Division of Child Protection and Permanency (DCP&P) in identifying and promptly reporting suspected cases of child abuse or neglect. Procedures are mandated by the State.

Staff members who suspect or are informed about abuse or neglect must report it directly to the NJ Division of Child Protection and Permanency. School personnel are not required to verify or to prove the existence of abuse or neglect; DCP&P assumes all responsibility for determining the facts and a suitable plan for remedying the situation. The staff member will also report the incident to school administration who will report it to the superintendent and the police.

Guidance and Counseling Services

School Counseling services focus on providing counseling and information in areas of educational, social and emotional development. Each student will be assigned a counselor at the beginning of school. The school counselors are available to help students with the broad range of questions, concerns and decisions students face during their high school years.

Throughout the school year, counselors meet with students to provide them with assistance in planning for their futures. This includes college entrance test plans, researching career and college options, ways to get financial aid and scholarships, as well as assistance when students are applying to college.

The school maintains records on each student, including residence, birth date, parents, attendance, courses, grades and health history. The Special Education Department maintains records on evaluations and Special Services. Parents, adult students (18 years of age) and professional staff have the right to access these records. Any student who does not know to which counselor he is assigned should call the School Counseling Department at 273-3414.

Non-Discrimination Policy

The Board of Education is committed to equality of opportunity in every aspect of the operation of this school district and will not condone conduct that discriminates among staff members or pupils on the basis of race, gender, age, national origin or ancestry, religion, handicap, social or economic status, or sexual orientation.

Intervention and Referral Services Committee

Intervention and Referral Services Committees are available in each building to provide services for pupils who are experiencing learning, behavior, or health difficulties. Services may be requested by contacting the child's counselor or teacher. The Intervention and Referral Services committee within the high school is a multidisciplinary team that consists of the Director of School Counseling, the two assistant principals, the Student Assistance Counselor (when needed), a counselor, a member of the Child Study Team and teachers.

Pupil Records

Students or parents have a right to view all official student records. Students and parents should also be aware that public schools are required to provide students' names, addresses, and telephone numbers to military recruiters when requested, unless a parent has opted out of providing such information. Parents that wish to opt out of this process should notify the School Counseling department.

Special Services

The Office of Special Education Services offers supportive assistance to teachers, parents, and students in the areas of educational growth and development. Among the specialists in this office are psychologists, speech therapists, learning disability specialists, and social workers.

Under Federal and New Jersey laws, the Special Education Services' Child Study Team is required to evaluate potentially handicapped students to determine if they are eligible for special education and/or related services. Resource center instruction offers individual or small group instruction that replaces or supplements instruction in the regular class. This program can be provided in the student's regular education class or in a designated resource center. Most students receive their special education programs through resource center intervention. However, other placement options are available when determined appropriate.

Speech and language services are available and are provided to eligible students who demonstrate a mild to moderate disorder in language,

articulation, voice, or fluency, and are provided by a speech language specialist.

Students requiring support and services beyond the mainstream classroom are referred to the Child Study Team. This team, consisting of a social worker, psychologist and learning disability consultant, determines the appropriate program for students through testing and consulting services. If a parent/guardian feels their child needs the resources of this office, please contact your child's school counselor or the Office of Special Education Services directly at (908) 273-6658.

Student Assistance Counselor

The student assistance counselor is available to meet with any student and/or parent about concerns regarding substance abuse or family problems related to school performance. The student assistance counselor can be reached at the high school at extension 5507.

Transition Coordinator

The transition coordinator works with students served by the Special Services Department in developing a transition plan from high school to post high school. The transition coordinator helps students to develop self-awareness, self-advocacy skills and career plans. The transition coordinator can be reached at extension 5475.