

SUMMIT HIGH SCHOOL
Home of the Hilltoppers

STUDENT HANDBOOK
2024 - 2025

125 Kent Place Boulevard
Summit, NJ 07901
Phone: (908) 273-1494
Fax: (908) 273-2832

www.summit.k12.nj.us
Attendance: (908) 273-1544
Athletics: (908) 273-8886

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

This student handbook belongs to:

Name: _____

Grade: _____

Ms. Stacy Grimaldi, Principal (Ext. 5500)
Ms. Elizabeth Aaron, Assistant Principal (Ext. 5450)
Classes of 2025 and 2027
Mr. Brian Murtagh, Assistant Principal (Ext. 5502)
Classes of 2026 and 2028
Ms. Laura Kaplan, Director of School Counseling (Ext. 5503)
Mr. Scott Hough, Superintendent (Ext. 3100)

Follow us on Instagram: [SHSTopGoats](#)
SHS Athletics Twitter: [ADSummitNJ](#)

Table of Contents

PRINCIPAL'S MESSAGE	1
MISSION AND BELIEFS	2
HIGH SCHOOL ADMINISTRATION	3
SUPERVISOR DIRECTORY	3
BOARD OF EDUCATION	3
DAILY BELL SCHEDULE	4
CLASS SCHEDULE	5
ACADEMIC PROGRAM	
Academic Recognition	6
Before & After School Help	6
Educational Field Trips/In-School Events	6
Grade Point Averages	7
Grading System	7
Graduation Requirements	8
Drop/Add	9
Honors/AP Process	10
Honors/AP Appeal Process	11
Incomplete Grades	11
Midterms and Final Exams	11
Pass/Fail & Audit Options	12
Genesis Access	12
Student Study/Homework Guide	13
Study Halls	13
Unassigned Study/Senior Lunch Privilege	13
ATTENDANCE PROCESS	
Non-Cumulative Absences	14
Cumulative Absences	15
Cutting Class	15
Arrival to School/Tardiness	16
Detention/Attendance Interventions	17
Early Dismissals	17
Extracurricular Events/Attendance Requirement	18
EXPECTATIONS	
Acceptable Use Policy for the Internet	18
Assemblies	18
Cafeteria & Other Designated Eating Areas	19
Conduct Expectations	19
Cheating/Plagiarism	20
Harassment, Intimidation, and Bullying	21
Dress Code	22
Electronic Devices	23
Emergency Student Communication	24
Fire /Emergency Drill Regulations	24
Hall Lockers and Locks	25
Identification Badges	25
Leaving School Building or Grounds	26
School Publications	26

Security & Surveillance	27
Sexual Harassment Policy	27
Smoking Policy	27
Student Obligations	28
Student Parking	28
Substance Abuse Policy	29
Theft and Theft Reporting	32
Violence/Vandalism	33
Weapons Policy	33
EXTRACURRICULAR ACTIVITIES	
Athletic Competition	34
Athletic Trainers	35
Non-Athletic Extracurricular Activities	35
Spectator Responsibilities	35
GENERAL INFORMATION	
Daily Announcements	35
Drug Free School Zone	36
Exchange Students	36
Financial Need	36
Lunch	37
Posters and Notices	37
School Closings/Opening	37
Search and Seizure	37
Student Appeals Process	38
Visitors	38
Web Page	38
Working Papers	38
Yearbooks	38
Library Media Center	38
HEALTH SERVICES	
Nurse	39
Physical Examinations	40
Immunization Information	40
Medical Excuses	40
Medications	41
Medications on Field Trips	41
Orthopedic Conditions	41
School Exclusions for Health Reasons	41
Athletics Program Health Information	42
STUDENT SUPPORT SERVICES	
Child Abuse and Neglect	42
Guidance and Counseling Services	43
Non-Discrimination Policy	43
Multi Tiered Systems of Support	43
Pupil Records	43
Special Services	44
Student Assistance Counselor	44
Transition Coordinator	45

Principal's Message

Dear Hilltoppers,

Summit High School is an educational community with common goals and special traditions. It is a community for academic challenge and curiosity, musical and artistic expression, athletic competition, public service, social interaction, and endless exploration. The quality of our school is built 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. Each of you is part of that tradition, strength, achievement, and community.

Our impressive school building and grounds, a school system with strong leadership, talented and dedicated teachers, and a city full of citizens who consistently support quality education make this possible. I encourage you to return to school this year with a commitment to take advantage of all the possibilities this gives you, and involve yourself fully in classes, events and activities. This will help you grow and make our school a better place.

This handbook and agenda was created to help you do just that. Use it to keep track of important items and dates, and remember that by both exercising your student rights and fulfilling your student responsibilities you will achieve and grow. Refer to it when you have a question or concern, as it is a good source of information about our school and will help you find assistance when you need it.

I wish you an exciting, challenging, and healthy year. Work hard, be kind, and let us know what you need. We are here to support you.

*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
Ms. Elizabeth Aaron	Assistant Principal	Ext 5450
Mr. Brian Murtagh	Assistant Principal	Ext 5502

SUPERVISORS

ENGLISH/MEDIA LITERACY		
Mr. Corey Walsh		Ext 5545
FINE, PRACTICAL & PERFORMING ARTS		
Ms. Karen Forgione		Ext 5556
SCHOOL COUNSELING		
Mrs. Laura Kaplan		Ext 5503
MATHEMATICS		
Mr. Eric Fontes		Ext 5584
SCIENCE		
Ms. Madelaine Travaille		Ext 5575
SOCIAL STUDIES		
Mr. David Howarth		Ext 5568
SPECIAL EDUCATION		
Ms. Nicole Allen		Ext 5602
WORLD LANGUAGES		
Ms. Ana Ventoso		Ext 5531
ATHLETIC DIRECTOR/SUPERVISOR OF HEALTH/PE		
Mr. Daniel Healy		Ext 5542

BOARD OF EDUCATION

Ms. Walidah Justice, President
Ms. Melanie Cohn, Vice President
Mr. Yon Cho
Ms. Jennifer Sykes Erday
Ms. Eileen Kelly
Mr. J. Carlos Macheda
Ms. Kelly Stanton

	Mon	Tues	Wed	Thurs	Times: (E Day)	Fri(E)
Times A-D	A	B	C	D	7:45- 8:28	1
7:45- 8:43	1	2	3	4	8:32- 9:15	2
8:47- 9:45	2	3	4	1	9:19- 10:02	3
9:49- 10:47	3	4	1	2	10:06- 10:49	4
10:47- 11:47	Lunch	Lunch	Lunch	Lunch	10:49- 11:45	Lunch
11:47- 12:45	6	7	8	5	11:45- 12:28	5
12:49- 1:47	7	8	5	6	12:32- 1:15	6
1:51- 2:49	8	5	6	7	1:19- 2:02	7
					2:06- 2:49	8

CLASS SCHEDULE:

PERIOD 1: _____

Teacher: _____ Room #: _____

PERIOD 2: _____

Teacher: _____ Room #: _____

PERIOD 3: _____

Teacher: _____ Room #: _____

PERIOD 4: _____

Teacher: _____ Room #: _____

PERIOD 5: _____

Teacher: _____ Room #: _____

PERIOD 6: _____

Teacher: _____ Room #: _____

PERIOD 7: _____

Teacher: _____ Room #: _____

PERIOD 8: _____

Teacher: _____ Room #: _____

ACADEMIC PROGRAM

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.

Seniors are also recognized at graduation. Seniors will receive honor cords 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.

Before & After School Help

If a student is in need of academic help outside of the regular class setting in any subject, the student should not hesitate to speak with his/her teachers to set up a time for extra help. The student should arrange a specific time with teachers to receive help. Teachers are available at different times during and outside the school day to assist students. Many teachers have coaching or club responsibilities, and 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 and work with support from their teacher.

During the school day, academic centers are available in various subject areas. Students can access the help centers during their study hall period.

Educational Field Trips & In-School Events

Prior approval of the Board of Education is required for all field trips. 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. Parent/Guardian permission slips are required from all students planning to participate. Failure to complete a permission slip will prevent a student from participating.

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. 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 with parent/guardian pick up required. An absence due to a field trip/in-school activity is considered a non-cumulative absence.

Grade Point Averages

Beginning in the ninth grade a cumulative grade point average is computed on the basis of all full and half-year courses. 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. Grade point averages can be viewed on student transcripts.

Grading System

The grading letters will reflect the following numerical grades:

A	93 – 100	P	Pass
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		

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%

These calculations might be adjusted during the year if the administration determines that midterm exams and/or final exams cannot be held due to changes in the schedule at Summit High School.

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.

Students and parents/guardians should check Genesis weekly to track student progress.

Final averages have the following point system equivalent:

Grade	Regular	Honors/Advanced Placement
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

* Courses must include Algebra 1 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.

**** 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.**

The State of New Jersey determines the requirements for students to meet the testing requirements necessary for high school graduation. Summit High School will follow these guidelines as they are published.

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.

Drop/Add

All requests to drop and/or add new courses require administrative approval. Included below is a timeline and scheduling window that includes the parameters to drop/add classes and change levels. Requests for a teacher change within a given subject area will not be approved unless the student has had a previous course failure with that particular teacher. All students should have at most, one study hall period, unless extenuating circumstances exist. All course changes are based upon availability.

Time Frame	Changes Permitted	Grade Calculation / Notation for MP1
Within first 5 days of school (or 2nd semester for S2 classes)	Drop/add of elective courses only. (Based on availability)	Grade will be 100% from the added course. (or no grade if a study hall is added)
Prior to October 1st	Drop of a non-AP/Honors class without enrolling in a replacement course.	Grade will not appear on the transcript.
By the end of MP1	Change in level in a non-AP/Honors class. *No elective changes*	Grade will be weighted based on enrollment time in each course.

At the end of MP1	Drop of an Honors/AP course into a college prep-level equivalent (except for Chemistry) (Based on availability) *No elective changes*	MP1 grade from the original course will move to the new course, unweighted. This grade will be used in the calculation of the final course grade.
------------------------------	--	---

Any course dropped after these specified dates will be reflected as a WP or WF as determined by the student's grade at the time of withdrawal.

*WF is weighted as a 0 when calculated into a student's GPA

*WP has no impact on a student's GPA

Honors/AP Process

Students are notified of their eligibility to enroll in Honors/AP courses if they meet the criteria below. Consulting with current teachers, counselors and department supervisors are valuable steps in course selection process.

Students presently in an Honors/AP course will be eligible to take 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 college prep-level course within a certain subject area will be eligible for enrollment 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.

Enrollment in an Honors/AP course is a full-year commitment. Poor performance in an Honors/AP course may result in administrative removal.

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 appropriate 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 a student is not eligible based on the above criteria, they may appeal to enroll in an Honors/AP course. 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 / Principal
(determined during the summer)

Incomplete Grades

Incompletes (I) are given only in cases of extended illness or significant/extenuating circumstances. 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 with the exception of Study Hall, Health, and Physical Education. 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, managed by the teacher with the student, 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 (if appropriate). **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 according to the communicated timeline.

Students who are absent unverified from their midterm exams receive a grade of F (0) for the exam. An unverified absence from 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

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.

Genesis (SHS Electronic Gradebook and Attendance Reporting)

SHS students and parents/guardians view students' grades and daily and class attendance online in Genesis. Students and parents/guardians can view both current averages and a detailed list of graded assignments. They should maintain separate log-in accounts. Account information comes through email and assistance is provided through our Counseling Department.

Student Study/Homework Guide

Homework is an extension of classroom instruction and, as such, it is 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.
4. Students are allowed 2 days make-up time for any verified absences to make up work due to those excused absences. Work from classes that a student has a cut/unverified absence in cannot be made up for credit. .

Study Halls

Students with a morning study hall may request late entry on days when the study hall falls 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, meet a grade requirement of a B- or better in all of their classes and who demonstrate good school citizenship and attendance may earn an unassigned study period at the beginning of their Senior year. These students may use their unassigned study time in the library, senior area, or receiving extra help. Students with an unassigned study hall period that meets during the 1st time slot must arrive at school at the designated time. Students with an unassigned study during the last time slot of the day can leave school early. Failure to use the unassigned study hall appropriately or in a timely manner will result in the loss of the unassigned study hall 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. Citizenship, attendance and academic standing will be evaluated on a quarterly basis.

Seniors may lose their unassigned privilege for violations of the discipline policy as determined by the administration.

Senior Lunch Privilege

Seniors may request the administration's approval to leave campus during the lunch block. Seniors 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 (if applicable) is immediately before or after lunch. A student's time out of the building

may not exceed 90 minutes. Students requesting this privilege must obtain parental/guardian consent and submit all necessary documentation 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

Parents are required to call the attendance office at (908) 273-1544 or email SHSattendance@summit.k12.nj.us if a student is going to be absent from school. This correspondence should include the date and reason for the absence, which will verify the student's absence for that school day.

Students may make up homework or exams only after **verified** absences. It is the student's responsibility to make arrangements with teachers within a day of returning to coordinate doing so.

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 for such participation..**

Attendance codes are A, AU, TE, TU for Absent Verified/Unverified and Tardy Verified/Unverified, GU (Counseling Appt), NU (Health Office/Nurse, ML (Music Lesson) and FT (Field Trip.)

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.

Non-Cumulative Absences

A student's absence is considered non-cumulative for the following reasons only:

1. Religious holidays, as mandated by the State of New Jersey, students are encouraged to attend services scheduled during non-school hours whenever possible;
2. Death in the family;
3. Required attendance at a legal proceeding (note required);

4. School-sponsored activities (e.g., school counseling services, field trips, and testing).
5. Certain planned absences such as college visits and other activities deemed necessary by both parents and the school - with approval in advance from the principal. Juniors and Seniors will be allocated up to 3 college visits per year;
6. Suspension from school.

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 that do not meet the criteria outlined in the Board definition of non-cumulative absences. State law requires 90% attendance for earning credit in high school courses.

Any notes from medical providers to verify cumulative absences should be presented by students to the attendance office on the day that they return to school. Notes will not be accepted at a later date.

Consequences for cumulative absences for full-year and semester during the school are listed below. The number in the parenthesis refers to totals for semester courses.

- 6 (3) Referral form indicating total absences will be mailed home.
- 12 (6) In-school parent conference and/or phone meeting. The contact will focus on the consequences of the accumulation of the 18th (10th) absence and student non-engagement in learning..
- 18 (9) The student may be withdrawn from the course and will receive a WF (withdrawn failure).

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 learning.

Cutting Class

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 is more than 15 minutes late to a class and unexcused, it is considered a class absence as well as a cut. Please review attendance codes in Genesis regularly.

The student will also be subject to the following consequences:

- | | |
|-----------------|--|
| 1st Cut: | a) 2 administrative detentions
b) loss of unassigned study
c) loss of eligibility for exam exemption |
| 2nd Cut: | a) 4 detentions
b) loss of parking privileges
c) parent/guardian contact to discuss further consequences and interventions |
| 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, the teacher of the specific course may be present, and if appropriate, a Child Study Team member |
| 4th Cut: | The student will be withdrawn from the class and receive a WF (withdrawn failure), which may impact graduation eligibility. |

Arrival to School/Tardiness

Arrival at SHS takes place from 7:30-7:45. Students can enter the school through any of our three, supervised entrances. Students who arrange to meet a teacher in advance of 7:30 enter through the main door security window entrance. The cafeteria serves breakfast from 7:00-7:45am daily.

A student is considered late to school or class any time they arrive after the late bell has rung. School begins at 7:45am, therefore it is necessary for students to arrive on campus before this time. Students who arrive after 7:45am but before 8:00am swipe in at the main door swipe station. ***Tardies require a parent/guardian note to be marked verified.***

Any student who arrives after 8:00am must report to the attendance station in the Main Office to sign in.

Lateness to class will be counted on a cumulative basis throughout the course of the year and will receive the following consequences.

- 4 a) Genesis notations/letter
- 7 a) 2 detentions, administrative meeting with student
b) loss of unassigned study
c) administrator may contact parent/guardian for meeting
- 10 a) 4 detentions, additional parent conference or phone call.
The meeting or phone call will focus on the consequences of the accumulation of the 12th late. In attendance during this meeting/discussion may be the administration, the student's counselor, the teacher of the specific course, and, if necessary, a Child Study Team member.
b) Loss of parking privileges
- 12 The student may be withdrawn from the course and will will receive a WF. which may impact graduation eligibility.

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

Detention/Attendance Interventions

Attendance/late to school interventions are collaborations between teachers, counselors, administrators, and child study team members. Detentions, interventions and attendance meetings are usually held during a student's lunch period to avoid missed class time..

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 at the attendance station in the main office. A hand-delivered written note by the student on the day of the early dismissal or a parent/guardian phone call is required for students to be released from school and must be communicated to the attendance office **before 7:45am**. If it is for a doctor or dentist appointment, it should include the doctor's name and phone number. Calls may 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 4 hours of instruction. **Under no circumstances may students be dismissed from school for lunch. All early dismissal notes should include that day's parent/guardian phone number/email for verification by SHS staff.**

Extracurricular Events / Attendance Requirement

For school functions (prom, semi-formal, athletic events, performances etc.), students must be present in school for a required number of hours to meet NJ's attendance requirement for that day to be allowed to attend/participate..

EXPECTATIONS**Acceptable Use Policy for School Internet**

The district computer network, email system, and issued hardware facilitate 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 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 district technology solely for the learning goals of the school. Student Chromebook use is monitored by the district for student and school safety purposes. Personal devices should not be used during classes unless for teacher-directed purposes..

Assemblies/Special Programs

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 who do not clean-up will be referred for disciplinary consequences.
4. Students may not enter the parking lot or leave school grounds at any time *without permission*.

Food delivery is not allowed to SHS.

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 congruent with Board policy in this area.
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. 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). Teachers provide comprehensive instruction and reminders in this area. Use of phones/cameras/smart watches, etc may fall into this area.

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 may 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 discuss the incident. 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, whether personal or district-provided.

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 or other school staff member as delegated by the principal. 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.
- 2) The results of the investigation shall be reported to the Superintendent of Schools within two school days of the completion of the investigation.

- 3) 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.
- 4) 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.
- 5) 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.
- 6) A parent or legal guardian may request a hearing before the Board of Education after receiving the information.
- 7) 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.
- 8) 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

Responsibility for adherence to the dress code rests with the students and their parents/guardians. Students should dress for school. If in doubt, be conservative. No undergarments or anatomy should be exposed.

*If, in the judgment of the teacher or administrator, attire is disruptive to the educational process, the student may be sent home or be required to change. As follows, students should not come to school with, wearing, or dressed in/as:

1. Extremely low-cut, tight fitting or transparent clothes, any exposure of bare back or midriffs;

2. Outdoor jackets, coats, or hats except when entering or leaving the building and when there is a defect in the heating system;
3. Bare feet, cleated shoes, or any footwear deemed unsafe by staff or administration;
4. Patches and decorations that are offensive or obscene;
5. Undershirts (underwear) worn without an outer shirt;
6. Clothing that is overly soiled, torn, worn, or defaced;
7. Nonprescription sunglasses, glazed, and tinted glasses, except as prescribed by the pupil's doctor;
8. Portable audio or video devices for listening/recreational use;
9. Electronic communication devices, beepers and other summoning devices, except as permitted in Policy No. 2360;
10. 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;
11. Clothing containing profanity or sexual references or innuendoes;
12. Clothing which includes racial, religious, or ethnic violence;
13. Hats, hoods, visors, headbands and other headgear; and
14. 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.

Earbuds/Headphones: Earbuds or any form of non issued school headphones should not be used during classroom instruction, unless approved to do so by an instructor. Should these be out during a class lesson, these devices will be confiscated by staff members and the student will be subject to disciplinary action as specified below

Smartwatches/Wearable electronics: Students are not permitted to wear smartwatches, wearable electronics during assessments. These devices will be confiscated by staff members and the student will be subject to disciplinary action as specified below.

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.

1st time: a) device will be confiscated and turned into the main office
b) student conference with 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

Emergency Student Communication

Fire/Emergency Drill Regulations

24

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 are 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. Lockers may not be shared.

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 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.

Identification Badges

Each student is issued a photo identification badge to support school safety practices. **Students are required to wear them** and receive them each year in September. ID's are required to scan into bathrooms, offices, help centers, events, etc. Students who do not have proper student identification will be sent to the main office. If a student loses his/her ID, it can be replaced for a \$5 fee.

Leaving School Building or Grounds

The school is responsible for students' health and safety during school hours. Therefore, the administration, faculty, and staff take leaving school seriously. *Students are not permitted to leave the school building during school hours unless they have signed out at the attendance desk 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 for early dismissal follow the same process as attendance notes.

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.

These same rules apply to any student activity social media accounts maintained under the name of any school activity, club, group or team.

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.

Summit Public Schools does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX, the Code of Federal Regulations, and [Board of Education Policy 5751](#). Details about the complaint/grievance process are in this policy.

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 for

tobacco/other products along with application of Board policy in this area:

- 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.

*Students who are in possession of electronic cigarettes or vaporizers will be subject to a mandatory drug screening under the Substance Abuse Policy. Please refer to Policy and Regulation 5530, definitions, number 6, under the Policies tab at the district website www.summit.k12.nj.us for more information about the student substance abuse policy.

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 students are 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.

All cars parked on school grounds must have numbered parking stickers and be parked in the designated area. Through an application process, seniors are allocated numbered parking stickers. Students are expected to drive cautiously, within speed limits and observe 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 class lateness, 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.

Students who park on school property without a decal will be subject to the following consequences;

- 1) Conference with administrator and loss of unassigned study hall
- 2) Loss of parking privileges for the upcoming school year

All bicycles, e-bikes, scooters, etc. should be parked and locked to the rack by the gymnasium entrance.

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.

“Substance” means alcoholic beverages, controlled dangerous substances, including anabolic steroids as defined at N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2C:35-10.4 and over-the-counter and prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, Juuls, (electronic cigarettes), which may be used for consuming illegal substances.

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 that will be concurrent with other support and counseling/intervention services. Students who violate the substance abuse rules will be disciplined as follows:

First Offense:

- a. A three-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. Two 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. Students will not be permitted to attend overnight field trips.
- g. A 15-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 season, if applicable, or the beginning of the school year. Leadership positions will be revoked for the activity period or entire school year, whichever applies.

Second Offense:

- a. A six-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. Students will not be permitted to attend overnight field trips.

- g. 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 season, if applicable, or the beginning of the school year. Leadership positions will be revoked for the activity period or entire school year; whichever applies.
- 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 provider. 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. Students will not be permitted to attend overnight field trips.
- f. A 45-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 athletics, 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.

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 two 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 procedures outlined above.

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.

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 disciplinary obligations are prohibited from participating. In order for a student to participate in a practice or game, they 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 and its equivalent for spring).** This credit total may include course work completed at an approved summer school program, 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. 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. Students may not use class time to work with the trainers.

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, they 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 are emailed each school day to students. Students are responsible for their content! Parents/guardians receive those daily announcements through email as well. Student news and announcements are included in the weekly TV news program or special announcements.

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 for class participation and learning.
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 their grade-level assistant

principal. Accommodations may take the form of fee support/reductions or the opportunity for payment over time.

Lunch

Students must use their own account information 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 visit the Main Office for assistance.

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 through our messaging system as early as possible. The information will also be on the district website at www.summit.k12.nj.us. 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 in local news closings, 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 material/objects.

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, while resolving a concern or conflict, continues to behave appropriately during the process.

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. No student visitors will be permitted during the school day.

Web Page

The Summit Public Schools website, at www.summit.k12.nj.us, holds information on each of the schools, links to the Board of Education and policies, to the district calendar, and to recent communications from the Board of Education and the Superintendent. The high school page provides information about our building and programs.

Working Papers

In order to obtain working papers, please see New Jersey's Department of Employment and Workplace Development website

Yearbooks

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

Library Media Center (LMC)

The LMC is a safe space where students can find equity of access and opportunity. It is a place to learn, research, investigate, explore, relax and connect.

The LMC is open every day.

- Monday-Thursday 7:30 am -4:00 pm
- Friday 7:30 am -3:30 pm

There are many opportunities throughout the year for students to visit the LMC. Students can visit during their study hall period or with their class, during the lunch block as well as before and after school. In

addition to the academic resources, there are also chess sets, puzzles, coloring activities and video games for student use during the day.

Librarians are available to help students with research questions and offer assistance with book selection. In addition to books, students can check out video cameras for projects if needed. They also lead student book clubs.

Ms. Shue and Ms. Zarabi are available to recommend books, help with projects and research, support students in use of all library, tech and, and learning resources, and more! rzarabi@summit.k12.nj.us and jshue@summit.k12.nj.us.

The library website is <https://shslibrarynj.weebly.com>

The following items can be found on the library webpage:

- Academic databases (remote passwords are available on the website)
- Electronic access to the library catalog
- Book recommendation lists
- Libguide links (resources for class projects)
- Research tips and techniques

HEALTH SERVICES

Nurse: Kristen Akian, kakian@summit.k12.nj.us.

The school's certified nurse can be reached at (908)-273-1494 ext 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 a 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 Non-Participation - PE Classes

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.

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 in the note. Students should plan to inform the nurse of these needs PRIOR to their first day back in the building to make sure these arrangements are in place. This includes use of the 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 come 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.

Athletics/Sports 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. 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 (908) 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.

Multi Tiered Systems of Support

Multi tiered systems of support 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 support 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/guardians 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, Amy Herber, can be reached at the high school at extension (908)-273-1494 ext 5474.

Transition Coordinator

The transition coordinator works with students served by the Special Services Department to develop a transition plan from high school to post-high school life. . The transition coordinator helps students to develop self-awareness, self-advocacy skills and career plans. The transition coordinator, Megan Kaczka, can be reached at mkaczka@summit.k12.nj.us and (908) 273-1494 ext 5475.