

NUTLEY HIGH SCHOOL

2024-2025

STUDENT / PARENT HANDBOOK



Denis Williams, Principal
Michael Rovetto, Vice Principal

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CONTACT INFORMATION

**Nutley High School
300 Franklin Avenue
Nutley, NJ 07110**

District Website: www.nutleyschools.org

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

**Principal Williams ~ 973-661-8824
Vice Principal Rovetto ~ 973-661-8854
Director of School Counseling, Ms. Gerckens ~ 973-661-8837
School Safety Officers ~ 973-661-8832**

Main Office	nhsmainoffice@nutleyschools.org	973-661-8832 Press 2 for the High School Press 0 for the Main Office
Attendance Office	nhsattend@nutleyschools.org	973-661-8830 or 973-661-8865
Nurse's Office	rcioffi@nutleyschools.org	973-661-8828
School Counseling Office	mpasquale@nutleyschools.org	973-661-8847, 8848
Special Services	ddispoto@nutleyschools.org	973-661-8811, 8814
Athletic Office	jritacco@nutleyschools.org	973-661-8849, 8850

PRINCIPAL'S MESSAGE

Welcome to Nutley High School! This year will mark the 154th graduating class; as an NHS student, you are part of a rich tradition and history. Throughout the academic year, take advantage of the many curricular and extracurricular opportunities our school has to offer. With the support and guidance of the faculty and staff, I invite you to develop new interests and build the skill sets needed to succeed in the 21st century. On behalf of the administration, faculty, and staff, I wish you the best of luck.

Denis Williams
Principal

NHS MISSION STATEMENT

Nutley High School empowers its students to lead and excel by providing a supportive learning environment which challenges and inspires students to further develop the intellectual curiosity, skills, and knowledge needed to achieve their goals and succeed in a global society.

BELIEF STATEMENTS

We believe at Nutley High School that:

- Students should be challenged and inspired by the curriculum and extra-curricular activities.
- Students should continue to develop intellectual curiosity and problem-solving skills needed in our global society.
- Responsibility for education is an active partnership between the district and community stakeholders.
- Character education is integral to the development of self-esteem, which fosters positive growth and social responsibility.
- Respect, integrity, and pride in education are valued and practiced by staff and students.
- Students are entitled to a safe, positive school climate that promotes their physical, emotional, and social development.

PROFILE OF GRADUATE

A Nutley High School graduate will:

- Utilize technology to enhance learning and communication.
- Be competent in critical thinking, problem solving, collaboration, leadership, and decision-making skills.
- Recognize the importance of being life-long learners and acquire the skills necessary for continuous education.
- Possess a positive sense of self and a commitment to personal growth and wellness.
- Demonstrate proficiency in the core content areas and have an appreciation of the Arts.
- Exhibit integrity, initiative, empathy, responsibility, and self-respect.

THE ROTATING DROP SCHEDULE

The rotating drop schedule is different from traditional straight 8-period schedules. In a traditional straight 8-period day, students attend the same 8 classes in the same order each day. Also, in a traditional straight 8-period day, lunch counts as one of your periods.

NHS' Rotating Drop Schedule allows each student to register for up to eight classes in addition to a community lunch period. A student registers for 4 AM classes (class 1-4) and 4 PM classes (class 5-8). There are four possible days (A-D); on each day, one class drops from the AM periods and one class drops from the PM periods. Also, on each day, the classes rotate.

At NHS, we will use the words period and class. Period refers to the time that a class meets. The period times remain the same each day (A-D). The class that meets during that period changes each day.

The following describe the rotation:

A Day- The student will attend class 1, 2 and 3. Class 4 will drop from the schedule. The community lunch session occurs after AM sessions*** After lunch, the student will attend class 5, 6, 7. Class 8 will drop from the schedule.

B Day- The student will attend class 4, 1 and 2. Class 3 will drop from the schedule. The student will attend community lunch*** After lunch, the student will attend class 8, 5 and 6. Class 7 will drop from the schedule.

C Day- The student will attend class 3, 4 and 1. Class 2 will drop from the schedule. The student will attend community lunch*** After lunch, the student will attend class 7, 8 and 5. Class 6 will drop from the schedule.

D Day- The student will attend class 2, 3 and 4. Class 1 will drop from the schedule. The student will attend community lunch*** After lunch, the student will attend class 6, 7 and 8. Class 5 will drop from the schedule.

***As you can see, the lunch session is divided into three segments. Students with science labs or classes that include additional meeting time, will remain in that class for an additional 20 minutes on the letter day when that class occurs either immediately before or immediately after lunch. Please see your teacher for more information.

If a student views his/her list of classes (Classes 1-8), they can complete the schedule below. (See Sample)

MY SCHEDULE

	DAY A	DAY B	DAY C	DAY D
8:05 – 9:01	1	4	3	2
9:04 – 10:00	2	1	4	3
10:03 – 10:59	3	2	1	4
10:59 – 11:19	Community Time*			
11:19 – 11:39	Community Time*			
11:39 – 11:59	Community Time*			
11:59 – 12:55	5	8	7	6
12:58 – 1:54	6	5	8	7
1:57 – 2:53	7	6	5	8

For the majority of the school year, students will follow the schedule just described. Once you complete your schedule worksheet, you will see the pattern. On single session days (12:35 PM dismissal), students will follow the same rotations with lunch removed.

A calendar of days will be made available prior to the beginning of the school year. Also, calendars will be posted throughout the building.

Some students may have a zero (meeting at 7:23 AM each day) period class and/or a Flex period (meeting at 2:56 PM). These classes will meet each and every day.

In the following section, all the necessary bell schedules are made available.

Sample Schedule

Class 1-English

Class 2-Algebra

Class 3-Biology

Class 4-P/E Health

LUNCH

Class 5-World History

Class 6-Study Hall

Class 7-Spanish 2

Class 8-Art

Period & Time	A	B	C	D
1-8:05-9:01	1 English	4 P/E Health	3 Biology	2 Algebra
2-9:04-10:00	2 Algebra	1 English	4 P/E Health	3 Biology
3-10:03-10:59	3 Biology	2 Algebra	1 English	4 P/E Health
Lunch 10:59-11:19	Biology Lab	LUNCH	LUNCH	LUNCH
Lunch 11:19-11:39	LUNCH	LUNCH	LUNCH	LUNCH
Lunch 11:39-11:59	LUNCH	LUNCH	LUNCH	LUNCH
4 11:59-12:55	5 World History	8 Art	7 Spanish 2	6 Study Hall
5 12:58-1:54	6 Study Hall	5 World History	8 Art	7 Spanish 2
6 1:57-2:53	7 Spanish 2	6 Study Hall	5 World History	8 Art

To further assist you in understanding the rotating drop schedule, please watch the following [ScreenCast/Video](#)

BELL SCHEDULES

FULL DAY A, B, C and D Day (Rotating Drop Schedule)

REGULAR BELL SCHEDULE

PERIOD	BEGINNING TIME	ENDING TIME
0	7:23	8:02
1	8:05	9:01
2	9:04	10:00
3	10:03	10:59
Lunch/Community *	10:59	11:19
Lunch/Community *	11:19	11:39
Lunch/Community *	11:39	11:59
4	11:59	12:55
5	12:58	1:54
6	1:57	2:53
After School/FLEX	2:56	3:38

- Please note that the periods above refer to the meeting time or session. The classes that will meet during these periods will rotate on each of the letter days (A-D). Students, parents and teachers should refer to their respective schedules. Please refer to the rotating drop calendar and information page.
- If a student is taking a course that has additional meeting time, labs or lessons (AP, Lab Sciences or Music) those meetings will occur during the lunch/community time slot on the letter day when that course meets immediately prior to or after the lunch/community time. Music lessons may occur in any of the three lunch/community periods.
- All students should follow the daily schedule as indicated by ringing of the bells. On occasion, it is necessary to extend or shorten the class period. All changes of the regular schedule will be announced in advance.
- Students must leave the building no later than 2:53 p.m. unless enrolled in a Flex period class or in the company of a teacher.
- Any last-minute schedule changes (such as assemblies or other events) will be announced over the P.A.

Abbreviated (Single Session Day) A, B, C and D Day (Rotating Drop Schedule)

Single Session Days (ONLY)

PERIOD	BEGINNING TIME	ENDING TIME
0	7:23	8:02
1	8:05	8:48
2	8:51	9:34
3	9:37	10:20
4	10:23	11:06
5	11:09	11:52
6	11:55	12:35

- Labs and lessons will not meet on these single session days.
- Flex and other after school periods will not meet on these days.

DELAYED OPENING POLICY

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

DISTRICT DELAYED OPENING SCHEDULE

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

NHS DELAYED OPENING SCHEDULE FOR A-D DAY (Rotating Drop Schedule)

PERIOD	BEGINNING TIME	ENDING TIME
0	Omitted	Omitted
Staff Arrival	9:15	
Students Enter	9:35	
1	9:40	10:20
2	10:23	11:03
3	11:06	11:46
Lunch/Community*	11:46	12:06
Lunch/Community*	12:06	12:26
Lunch/Community*	12:26	12:46
4	12:46	1:26
5	1:29	2:09
6	2:12	2:53
After School/FLEX	2:56	3:38

- On delayed openings Period 0 is omitted.
- On delayed openings, students will follow an abbreviated version of the scheduled letter day. Lunch/Community time will still be 60 minutes in length in order to allow for labs and lessons that were scheduled for that day.

Early Dismissal (Due to Inclement Weather)

In the event that the district calls for an early dismissal, NHS students will follow the Single Session bell schedule for that scheduled letter day. The school day will end at 12:30** instead of 12:35 for an early dismissal due to inclement weather.

PERIOD	BEGINNING TIME	ENDING TIME
0	7:23	8:02
1	8:05	8:48
2	8:51	9:34
3	9:37	10:20
4	10:23	11:06
5	11:09	11:52
6	11:55	12:30**

- Labs and lessons will not meet on these single session days.
- Flex and other after school periods will not meet on these days.

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

SCHOOL COUNSELING DEPARTMENT and ACADEMICS

Program of Studies 2023-2024

The Program of Studies contains information about the following:

- Department Description and Courses
- Grading
 - Course weighting
 - calculating final average
 - GPA
- Graduation Requirements
- Advanced Placement (AP) Course
- Rank
- Honor Code
- Academic Awards (Honor Roll and High Honor Roll)
- Honor Societies (Tri-M, Nation World Language Honor Society, National Art Honor Society, and National Honor Society)
- Information about Academic Counseling (see page 4)

PUPIL RECORDS

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

ATTENDANCE

Students may enter the building at 7:45 a.m. Exceptions to this policy include student entry for zero period classes, extracurricular activities, and extra help sessions. Prior to 7:45 a.m., students are only allowed to enter through the Security Entrance on New Street. **Students must be in class at 8:05 a.m. each morning. Failure to be in class by 8:05 AM will result in a tardy.**

For students enrolled in a zero period class, they are asked to enter school for 7:23 AM via the security entrance.

**Freshman and Sophomore are asked to enter from the cafeteria doors by the teacher parking lot
Juniors and Seniors are asked to enter from the New Street West entrance (closest to Franklin Ave.)**

NOTICE OF ABSENCE

A parent or guardian must call the Attendance Office or submit the absence through the portal (directions for completing this process, [click here](#)) on the morning of his/her child's absence from school. If a student does not return to school following lunch, a telephone call from his/her parent or guardian is required before the end of the school day. Failure to make contact may result in an unexcused absence recorded for that student.

Students who become ill during the school day **MUST** report to the Nurse's Office at once. Students may not leave the school between classes for illness without reporting to the nurse's office. Failure to comply will result in unexcused absences for those classes missed.

STUDENT ABSENCE

When a student accumulates sixteen (16) absences he/she shall receive no credit for the course and shall audit the course for the remainder of the school year. If a student is removed from class for excessive absence, the course cannot be made up in summer school. *If any changes occur to this procedure, parents and students will be notified accordingly. Semester and marking period class will have lower thresholds.*

Students shall be excused***** by the attendance office for the following reasons:

1. Physical or emotional illness;
2. Illness or death in the immediate family;
3. Remedial health treatment;
4. Visitation to colleges for the purpose of exploring possibilities of admission;
5. Driving test;
6. Required attendance to court.

*******It is important to note that though these absences are excused, they may be applied toward the total number of allowable absences. In the event that absence totals become a concern and/or exceed the threshold, an attendance action plan meeting will be held. It is also recommended that parents secure documentation and doctors' notes when possible.**

Field trips, suspensions, school related activities, and all absences for religious holidays as approved by the Commissioner of Education are exempt from these provisions and will not be counted as absences for the purpose of this policy.

Special provisions may be made for certified hospital stays or other illnesses requiring long recuperative time periods. Homebound instruction shall also be made available after a student is absent for two consecutive weeks. The attendance office and the Attendance Appeals Committee will act upon cases of extenuating circumstances and inform teachers of this situation.

All chronic medical conditions which may require special application of policy regulations must be confirmed in writing by a physician and submitted to the attendance office at the beginning of the school year, or immediately at the onset of the illness.

TARDINESS TO SCHOOL

Tardy pupils who fail to report to the attendance office will receive detention (lunch or after school).

- Pupils who are late to school will report directly to the Attendance Office for an attendance slip. Failure to do so will result in disciplinary action.
- Chronic tardiness will result in a student being assigned school detentions as well as additional disciplinary consequences and parent conferences. Also, please be advised that four tardies in a class will result in an absence in that class, which will affect the absence totals in that class.
- Chronic tardiness from lunch will result in loss of open lunch privileges as well as parent conferences and additional disciplinary consequences.

TARDINESS TO CLASSES

Within the student's first five tardies to class, the teacher will assign the student detention. On his/her sixth tardy, the student will be referred to the administration. Consequences will be assigned. Continued tardiness may result in loss of credit.

PLEASE NOTE

When a student accumulates 4 tardies in class, those tardies will equal one (1) absence for that class.

EXCESSIVE ABSENCES AND TARDIES TIMELINE

Notices will be provided and actions taken according to the following timeline

- At 8 absences a parent conference will occur.
- At 10 an action plan will be created and included a meeting with the parent to review the action plan
- 13 is a follow-up conference and/or phone call.
- 16 absences constitutes a loss of credit. See appeals hearing for future step.

EXCESSIVE ABSENCE NOTICES

The Attendance Office will generate notices (via email and/or traditional mail) on a regular basis to notify students and parents when the student accumulates more than 5 absences or more in a class. Once a student approaches/exceeds the allowed absences, he or she will be placed on an attendance action plan. Failure to comply with the action plan may result in loss of credit for the courses in question.

APPEALS HEARING

An appeal must be presented to the attendance officer by the student no later than three days after the receipt of notification of loss of credit. Prior to loss of credit, an attendance action plan meeting will be held with the student and parent in order to avoid loss of credit and privileges.

CLASS CUTTING AND TRUANCY

Truancy is defined as the act of absenting oneself from school without prior knowledge and permission of a parent/guardian, or the school. Once a student reaches the legal age of 18, the parent or guardian may give written permission to the attendance office for a student to leave the building. A parent/guardian must continue to notify the attendance office in the event a student must leave the building.

CUT PROCEDURES

A cut is defined as absenting oneself without permission from scheduled periods, including classes, lunch or activities such as assemblies. If a student is more than 23 minutes late to class and/or misses more than 23 minutes of class, they are considered absent. An excused absence is marked as an absence. An unexcused absence is equivalent to a cut. These procedures also apply to students scheduled for a Zero Period class as this is the start of the student's school day.

CLASS MAKE-UP ASSIGNMENTS

It is the responsibility of the students to complete make-up assignments for all absences whatever the cause. A student will be allowed 2 days to make up assignments for each of the days that he/she is out.

Homework During Absences

All class work and homework assignments missed due to absence **are to be made up within a time period specified by the classroom teacher or administrator (typically 2 days per absence)**, unless there are extenuating circumstances.

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

EARLY DISMISSAL POLICY

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

- A note and a telephone call from the parent or guardian is required prior to the dismissal.
- Parent or guardian **MUST** report to the security entrance, sign in, and report. The student will report to the attendance and then be escorted to the security entrance.
- Adult students (18 years or older) will still require a written notification allowing them to leave the building. This notification will first require approval. Once the written notification is on file, the parent will still be required to call the school when an early dismissal without a parent is to occur.
- Students returning from an early dismissal must report to the Attendance Office before returning to class.
- Students who are dismissed by the school nurse will be excused for the day of the dismissal only. Any subsequent absences must be reported by a telephone call from the parent or guardian upon the student's return to school.
- **Extra-curricular events** – In order to participate and/or attend any school related functions, (i.e. athletics, prom, fashion show, junior formal, etc.) it is mandatory to be in attendance for 3 full class sessions/periods (full am sessions or pm session). In the event of illness, a doctor's note will be required.

Any student wishing to leave school for illness or an emergency, must report to the nurse or the Attendance Office for permission. If a student leaves school between classes without permission, the absences will not be excused and it may also result in a class/school cut.

ZERO PERIOD POLICY

Zero period classes begin promptly at 7:23 am. Students who are tardy to any zero period class will receive central detention. Any student enrolled in a zero period class is allowed 16 total absences for each full year course and 9 total absences for each half year course. Students will be removed from the class and no credit will be given for the course if they exceed this limit.

SENIOR PRIVILEGE

Starting in the 2024-2025 school year, seniors will be allowed to leave during study hall. Students who wish to leave must be in good standing with academics, attendance, and discipline.

Procedures for leaving:

- Students may only leave before the period starts. They should report directly to the sign out area located in the Greeter Station.
- Students must sign out by scanning in the greeter station. Any student who leaves without scan will be considered cutting class
- Students must return through the greeter station and scan back in. Due to the scan in and scan out feature, students returning will be given priority to the scanner.
- Students who have a first period study hall must report to school and then scan out.

****Please note that administrators reserve the right to remove this privilege at their discretion.

STUDENT RESPONSIBILITIES AND CONDUCT

Appropriate Behavior

Students will:

- Enter and exit the building at designated times unless attending an authorized activity or with written teacher permission.
- Be prepared for the day's work with completed assignments as required.
- Exhibit self-discipline and show respect for teachers, staff members, parents, school volunteers, and fellow students.
- Use school property and equipment with care and safety.
- Demonstrate considerate and safe behavior in classrooms, hallways, lavatories, lunchrooms, the playground, and other school facilities.
- Use respectful language at an appropriate volume level at all times.
- Wear clothing that is presentable and does not interfere with the educational process.
- Seek teacher, counselor or medical assistance when necessary.
- Demonstrate responsible and appropriate conduct while participating in or attending school sponsored events, regardless of location.

STUDENT BEHAVIOR WHEN TRAVELING TO AND FROM SCHOOL

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

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

STUDENT CONDUCT AT SCHOOL

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

- Student IDs must be worn at all times. Failure to comply will result in disciplinary action. (See Board [policy #5517](#)).
- Students are to remain on school premises from arrival in the morning until scheduled dismissal unless properly excused by the administration or the school nurse.
- Students may leave school premises on their lunch periods. Open lunch is a privilege, which may be revoked at the discretion of the administration for inappropriate behavior or chronic tardiness upon returning from lunch. **If a parent does not want his/her child to leave the building during lunch, he/she must notify the main office in writing.**
- Students must serve central detention or lunch detention on the day it is assigned. They may not leave school grounds before completing this obligation. Missed detentions may result in further disciplinary action.
- Students must attend all scheduled classes and study halls. There is no excuse for cutting. Should an occasion occur that a student must be absent from a class or activity, he/she should obtain permission from the administration. Failure to do so may result in central detention, suspension, or a parent conference.

- All students are to remain in the classrooms except when excused by a teacher or administrator. These students should have a pass or bathroom swipe card.
- Students found possessing, using, or distributing alcohol, drugs or engaging in any gambling activities in the building and on school grounds will be suspended immediately. A physical examination and a substance use screen by a certified medical doctor will be required for re-entry into school for any student suspected of being under the influence of alcohol or drugs.
- Students are not to display any conduct that can be construed as disruptive. This rule includes, but is not limited to, such acts as loud boisterous conduct, running in halls, improper displays of affection, etc.
- Dishonesty, profanity, acts of disrespect to teachers, insubordination, etc., will not be tolerated. Such violations may result in immediate suspension from school.
- Students are to leave the building and grounds promptly by 2:53 p.m. unless they must remain after that time on official school business. A staff member must supervise all students remaining in the building after 2:53 pm. The Nutley High School campus, inclusive of the immediate school grounds, extends from New Street to the end of Booth Drive and spans the entire Public Library lawn. The same rules that apply within our school building also apply to the external campus area.
- Students are allowed to enter and exit from doors designated for students. Students may **ONLY** enter from New Street Door (Grades 11-12) and the Cafeteria Door (Grades 9-10) at the rear teacher parking lot. Student that are tardy must enter from the Greeter Station. **Students may ONLY exit from the New Street Doors and Doors adjacent to the rear teacher parking lot. Students not in compliance with this expectation will receive consequences.**
- Students who vandalize or destroy school property will be held responsible.

Code of Conduct

[R5600/5600](#)

1. Below is a Chart of Student Discipline listing school responses to violations of behavioral expectations. This chart shall be approved by the Board and will be included in each school's student handbook. These behavioral expectations and school responses include, but are not limited to:

Level I

This category includes misbehaviors which interfere with orderly classroom operation. **These are directly handled by the teacher** and include such things as unnecessary talking during the lesson, chewing gum or eating food, and teasing or bothering another student during the lesson.

A warning, an after school detention with the teacher, consultation with the guidance counselor, and/or parent contact is the usual punishment.

CONTINUED LEVEL I INFRACTIONS COULD RESULT IN LEVEL II CONSEQUENCES.

Level II

Misbehaviors that fall into this category are again within the classroom and **are directly handled by the teacher, but with administrative help as needed.**

The use of obscene or disrespectful language in class, leaving class without permission, refusal to follow directions given by an adult staff member, refusal to identify oneself, verbal confrontation, cutting class, misconduct in detention falls into this category. The parent shall be informed.

Punishment is usually in the form of teacher-student discussion, verbal warning, classroom detention, parent contact, and referral to administration. Parent conferences may be required. The teacher may arrange for teaching colleagues, the guidance counselor(s) and/or administrator(s) to be present at the parent conference. All teacher actions should be documented in the Student Information System under notes.

CONTINUED LEVEL II INFRACTIONS COULD RESULT IN LEVEL III CONSEQUENCES.

This guide should be used as a range to help teachers understand expectations of classroom discipline:

BEHAVIOR	FIRST OFFENSE	SECOND OFFENSE	SUBSEQUENT OFFENSES
Academic Dishonesty	9-12 Redo or complete alternative assignment for partial credit → contact home	9-12 Teacher/Counselor intervention - Refer to Level III Chart	9-12 Refer to Level III Chart
Failure to Produce ID/Falsify ID	9-12 Warning → Contact Home	9-12 Contact → teacher detention	9-12 Teacher detentions → Refer to administration
Late to Class	9-12 Warning → Contact Home	9-12 Contact Home → Teacher detention	9-12 Teacher detentions → Refer to administration
Disrespectful/ Insubordinate	9-12 Warning → Contact home	9-12 Warning → Teacher detention	9-12 Teacher detention → Refer to administration
Inappropriate Language (cursing, name calling)	9-12 Warning → teacher detention → Refer to administration	9-12 Contact Home → teacher detention → Refer to administration	9-12 Teacher detentions → Refer to administration
Inappropriate Use of Cell Phone	9-12 Warning → Contact home → Confiscation for the day	9-12 Warning → teacher detention	9-12 Teacher detentions → Refer to administration.

Level III

Behavior that falls under this category is more severe and may occur both in and out of the classroom. **In all cases, the Principal and a formal referral report is filled out by the teacher.** The wearing of inappropriate attire falls into this category, and is most often handled by a warning and a requirement for change, using gym clothes, for example.

Parents are informed and a parent conference is usually required before the student is allowed back into school or a particular class. Fighting or scuffles anywhere on school grounds, theft, swearing at a teacher or other adult staff member, refusing to report for teacher-assigned detention, amending/falsifying an official school document, forging a parent or school staff member’s signature, destruction of school property, taking/posting pictures of school, staff, or students, destruction of property when on a school sponsored trip or destruction of the property of others, and continued and/or willful instances of harassment, intimidation, or bullying are types of behaviors which fall into this category. Other examples of behaviors in Level III include: Continued and willful disobedience, graffiti, violation of the district’s technology policy and trespassing (being in the building or anywhere on school grounds unlawfully or while on suspension.)

Punishment may include an extended period of detention, a combination of in or out-of-school suspensions, and/or a period of social probation. Depending on the circumstances, the age, and the prior disciplinary record of the students involved, and the outcome of parent conferences, the administrator(s) may substitute a combination of extended detention, the assignment of a major project, and/or some form of community service as an alternative to an out-of-school suspension for fighting or other serious misconduct. All incidents should be documented in the student information system (realtime):

This guide should be used as a range to help teachers understand expectations of classroom discipline:

INFRACTION TABLE			
<i>Infraction</i>	<i>1st Offense</i>	<i>2nd Offense</i>	<i>Subsequent</i>
Repeated Academic Dishonesty	9-12 Loss of credit on assignment(s) → parent conference	9-12 Administrative detention → Social Probation	9-12 Administrative Detention → In School Suspension; Social Probation
Dress Code Violation Refer to R 5511 for description of dress code.	9-12 Warning and Student asked to change → Contact home	9-12 Contact home and ask student to change → Administrative Detention	9-12 Administrative Detentions → In School Suspension
Late to class (repeated offenses) and Late to School Unexcused	9-12 Warning → Administrative detention	9-12 Administrative Detention → Parent conference	9-12 Administrative Detention → Parent Conference → In School Suspension
Insubordinate behavior	9-12 Warning → Contact Home → Administrative Detention	9-12 Contact Home → Multiple detentions	9-12 Administrative → In School Suspension → Out of School Suspension ; Social Probation
Failure to report to Administrative Detention	9-12 Reschedule detention → Additional detentions	9-12 Multiple Detentions → Administrative Detention → In School Suspension; Social Probation	9-12 Administrative Detention → In School Suspension → Out of School Suspension; Social Probation
Cutting Class	9-12 Warning → Administrative Detention	9-12 Administrative Detention → In School Suspension	9-12 In School Suspension → Out of School Suspension; Social Probation
Leaving the building and/or school grounds	9-12 Administrative Detention → In School Suspension	9-12 In School Suspension → Out of School Suspension; Social Probation	9-12 Out of School Suspension for multiple days, Social Probation
Taking, possessing, distributing and/or posting a photo/video of student or staff member and/or inappropriate/image.	9-12 Administrative Detention → In School Suspension, Social Probation	9-12 In School Suspension → In School suspension for Multiple Days , Social Probation	9-12 In School suspension for Multiple Days → Out of School Suspension, Social Probation
Acceptable Use Policy violation	9-12 Warning → Parent Contact → Administrative Detention	9-12 Administrative Detention → In School Suspension → Loss of Chromebook privileges	9-12 In School Suspension → Loss of Chromebook Privileges → Out of School Suspension

Fighting	9-12 In School Suspension → Out of School Suspension, Social Probation	9-12 In School Suspension → Out of School Suspension, Social Probation	9-12 Out of School Suspension, Social Probation
Vandalism	9-12 Warning → Parent Contact → Administrative Detention	9-12 Administrative Detention → In School Suspensions	9-12 In School Suspension → Out of School Suspension
Intimidation, Instigation and Altercation	9-12 Warning and parent conference → Administrative Detention	9-12 Administrative Detention → In School Suspension, Social Probation	9-12 In School Suspension → Out of School Suspension, Social Probation

Level IV

Behaviors which are illegal in nature and/or directly affect the safety or well-being of staff or their students, fall into this category and can be found in detail in the Board of Education Policy. Possession, sale, distribution and/or use of alcoholic beverages, tobacco/vapes drugs, or weapons; assault; verbal and physical harassment of students or a staff member; bomb threats; setting of a fire; threatening telephone calls to the school or to the home of a staff member; bringing fireworks or any explosive devices into the building; major vandalism; and pulling false fire alarms come under Level IV.

Immediate suspension from school, followed by social, athletic, or academic probation is the punishment. Students may not return to school until a parent conference takes place. Local authorities may be involved. Severe cases may require preliminary inquiry by Building Administration resulting in a recommendation to the Board of Education.

Cheating and Plagiarism

Students are expected to be honest in all of their academic work. This means that they will not engage in any of the following acts:

1. Cheating on examinations, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, copying from other students' papers, exchanging information with other students orally, in writing, or by signals, obtaining copies of the examination illegally and other similar activities.
2. Plagiarism is not permitted in term papers, essays, reports, images, take-home examinations, and other academic work. Plagiarism is defined as stealing or using without acknowledgment the ideas, words, formulas, textual materials, online services, computer programs, etc. of another person, or in any way presenting the work of another person as one's own.
3. Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit.
4. Sharing, receiving, and assisting in utilizing stolen assessments or the unethical use of technology.
5. Using any artificial intelligence tool/software/app/etc. to create ideas, writings, answers, etc. that are not the ideas, writings, answers, etc. of the student. (e.g. ChatGPT)

A first offense may result in receiving a failing grade/zero credit for the work; repeated or aggravated offenses may result in suspension from school.

Unless proper credit for work is given to the original author (or AI software) through the use of quotation marks, footnotes, or other explanatory notices, it is assumed that all written work offered is the student's own. Presenting written work for credit in the form of notes, themes, reports, problems, and the like, prepared by another person, shall be considered dishonesty. An accessory to an act of cheating shares the guilt and is dealt with in a similar manner. Any involvement in an act of cheating or plagiarism may result in dismissal from or nomination for any Honor Society.

DETENTIONS

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

- Teacher assigned (length at discretion of the teacher)
- Administrative Detention:
 - After School detention 2:56-3:38 PM
 - Lunch detention 10:59-11:59 PM

CELL PHONE & ELECTRONIC DEVICES PROCEDURE

The Nutley High School staff acknowledges the fact that, in today's day and age, most children have cell phones and various electronic devices. Whereas the use of cell phones has become vital in many situations, during the school day students who bring a cell phone or electronic device to school must adhere to the following guidelines:

Please note that in an emergency circumstance, be it a school, community, regional, state, or national emergency, students may be allowed to use cell phones as long as it is permissible by school or law enforcement officials.

During Instructional time: During class/instructional periods, students will be required to place their cell phones in the cell phone caddies, which will be made available in each classroom. Failure to comply with this requirement will result in disciplinary consequences. Students may only use phones when a school employee authorizes it for instructional purposes or for a specific reason (crisis, critical incident, etc.).

Use during passing time, lunch, and study hall: Phones may be used during passing time, lunch, and study hall. Students in academic study hall (if applicable) will not be allowed to use their phones. Inability to follow this requirement will result in disciplinary consequences. Earbuds, Ear pods, headphones, Air pods and any other listening device that would impair a student's ability to hear direction as well as the announcement of a security related event (fire, lockdown, shelter in place...) are not to be used in the hallway and/or during instructional time.

If a parent or guardian receives a call from his/her child's cell phone during the school day (except for permitted times listed above), that child is in direct violation of this policy. **Should a parent or guardian need to speak to his/her child during the school day, he/she should contact the Attendance Office. Additionally, should a student need to contact his/her parent or guardian during the school day, he/she will be allowed to use one of the school phones.**

Unauthorized activation of and/or use of cell phones and other non-school issued devices by students will result in confiscation and consequences.

As with other personal property brought into our school, the Nutley School District is not responsible for lost or stolen cell phones and/or electronic devices.

Should a student violate the guidelines listed above, the following steps will occur:

See Regulation [R5600](#) for Student Discipline and Code of Conduct for more information.

PLEASE NOTE:

THESE RULES AND REGULATIONS ARE IN ADDITION TO THE GUIDELINES FOR STUDENT ISSUED CHROMEBOOKS (SEE CHROMEBOOKS SECTION).

DRESS CODE

PHILOSOPHY

Of paramount importance in this dress code is the health and safety of the students. While supporting student prerogatives in the selection of clothing styles, which frequently change and reflect personal taste, it is necessary to establish guidelines and requirements. Refer to Policy/Regulation [5511/R5511](#).

PURPOSE

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

DRUGS, ALCOHOL AND OTHER LEGAL POLICIES

POLICY STATEMENT

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance use by educational means and will take the necessary and appropriate steps to protect the school community from harm and exposure to dangerous substances. Accordingly, the Board will establish policies and procedures in operating programs to support the social, emotional, and physical development of students in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-4.1 et seq. The Board of Education will maintain a comprehensive substance use intervention, prevention, and treatment referral program in the schools of this district.

Please review the most updated full policy and regulations [Policy # 5530](#) and [Regulation R5530](#).

TOBACCO USE

- A. The Nutley Board of Education's Smoking Policy is strictly enforced by district employees. For the purpose of this policy, "smoking means the burning of a lighted cigar, cigarette, E-cigarette, Vapes, pipes, or any other matter or substance which contains tobacco." Chewing tobacco is also specifically prohibited.
- B. Smoking or the use of tobacco products (including E-Cigarettes or related paraphernalia) by students within all school buildings and on school grounds is prohibited. Additionally, the use of tobacco is prohibited on any school-provided transportation or on any school-related trip, including school field trips, athletic events, competitions, camps, etc. Students may be subject to appropriate discipline as determined by the building administrator.
- C. **Vaping or suspicion of vaping will be treated in the same manner as drugs/alcohol.**

STUDENT RANDOM ALCOHOL AND DRUG-TESTING POLICY

[Link to board policy](#)

[Link to regulation document](#)

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

All students in Nutley High School who participate in any athletics, extra-curricular activities, or school clubs, have violated the district substance use policy or who elect to participate in the Random Drug and Alcohol Testing Program (Program) with parental consent will be eligible for the random drug testing pool (Testing Pool).

WEAPONS AND DANGEROUS INSTRUMENTS

According to New Jersey State Law, weapon possession is prohibited. Students in possession of a weapon will be suspended and charges filed with the police. A weapon is defined as any instrument of offense or defense, which is capable of inflicting injury or death to someone. Policy/Regulation [5611/R5611](#).

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

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

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

GAMBLING

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

BIAS, ETHNIC OR RACIAL CRIMES

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

Acts of bias and racism will not be tolerated in the Nutley Public Schools.

HARASSMENT, INTIMIDATION AND BULLYING (includes HAZING)

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

"Harassment, intimidation or bullying" is defined as: The repeated intimidation of students by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but is not limited to, such actions as verbal taunts, name-calling and put-downs, and extortion of money or possessions that takes place on school property, at any school-sponsored function or on a school bus and that:

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

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

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

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

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

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

Reporting Procedure:

- The Nutley School District encourages any student who believes s/he has been the victim of bullying or any student who has witnessed bullying to report the incident(s) immediately to any teacher, staff, or administrator of the school.
- Verbal reports will be submitted in the [HIB Incident Report Form](#) by the adult receiving the report within two school days.
- HIB reports are treated as confidential data and will not be disclosed except as permitted by law. The privacy of the complainant, accused, and witnesses will be protected as much as possible within the framework of the school's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.
- Submission of a HIB report in good faith will not affect the reporter's education or work environment. No retaliation will be allowed as a result of a HIB report.

Investigative Procedure

Upon receipt of a verbal or written report:

- Principal initiates an investigation within one school day of the verbal report.
- The Anti-Bullying Specialist leads the investigation.
- The principal or designee informs parents/guardians of all parties involved.
- The investigation is to be completed ASAP, but no later than 10 school days from the date of the written report.

[HIB Resource Page - click here for more information](#)

Hazing

Hazing is considered any act of harassment, intimidation or bullying whether it is written, verbal or physical. If student-athletes are involved in any form of hazing they will be terminated immediately from their team for the remainder of the season.

Hazing is any humiliating or dangerous activity expected of a student to belong to a group, regardless of their willingness to participate. Hazing is behavior that is based on a tradition and is used by members of a group to maintain hierarchy or "pecking order" within the group. The lower group members/persons who want to be included in the group either agree or go along with the hazing activities which may be physically, psychologically or socially harmful.

Some practices associated with high school hazing carry the potential for serious bodily harm or even death. These practices may include: tattooing, piercing, head-shaving, branding, sleep deprivation, physical punishment (paddling and "red-bellying"), "kidnapping," consuming unreasonable/ unacceptable foods or beverages, being deprived of personal hygiene and/or inappropriate sexual behavior.

Alcohol abuse is another significant factor in hazing incidents that feature forced consumption of large amounts of alcohol.

Bullying, Intimidation, Harassment and Hazing of any type will not be tolerated in the Nutley Public Schools.

Hazing is considered a disorderly persons offense ([NJSA 2C:40-3](#)) and consent of the

person hazed is not a defense ([NJSA 2C:40-4](#)).

For the most updated information please review the policies linked below.

To view Board [Policy #5512](#), please click on link.

To view [Regulation R5512](#), please click on link.

SEXUAL HARASSMENT

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

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

STUDENTS' RIGHTS TO PRIVACY

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

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

GENERAL POLICIES

ACCEPTABLE USE POLICY - INTERNET

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

The school staff does not permit nor condone the use of inappropriate material in school, regardless of format. Parents and guardians are, therefore, encouraged to discuss the use of the Internet as an information source with their child. To ensure that students will benefit from the school's Internet resources, all users are expected to adhere to Nutley High School's Acceptable Use Policy guidelines. This policy is available on our website and will be made available during the completion of the online forms.

CHROMEBOOKS

Students will be required to use their school issued Chromebook responsibly and ethically. Please click on the following links for expectations and information.

[Guidelines for Students and Parents](#)

[Acceptable Use Policy](#)

CHROMEBOOKS - INSURANCE

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

CLUBS AND STUDENT ACTIVITIES (including Music)

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

The complete list of student activities is maintained on file in the vice principal's office. To view this list online, visit the [Clubs and Activities](#) link.

FIELD TRIPS

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

FIRE DRILLS

Fire drill instructions are posted in every classroom. The student is to become familiar with these instructions concerning the procedure from every location during the school day. Students are to move quickly and quietly as soon as the fire alarm sounds. Because the teacher is at all times responsible for the

safety of the group, **it is required that each class remains together during the fire drill.** It is equally important that silence be maintained and that the drill proceeds in an orderly fashion. Be sure to comply with all school rules while out on a fire drill. The use of electronic devices is not permitted during drills (i.e. cell phones, iPods, etc.) Return to the school building and to class will be at the direction of an administrator. Again, it is imperative that each student follow the instructions of his/her teacher. Failure to adhere to teacher or administrative instruction will result in disciplinary action.

LOCKDOWN/EVACUATION/SECURE IN PLACE DRILLS

The practice of State Mandated security procedures is taken seriously by the administration and staff of NHS. These procedures must be taken seriously by the student body. The student is to become familiar with each type of procedure and follow the instruction of the classroom teacher or room supervisor. Be sure to comply with all school rules while these procedures are in progress. The use of electronic devices is not permitted during drills (cell phones, iPods, etc.). Failure to adhere to teacher or administrative instruction will result in disciplinary action.

HOMEWORK

The concept of homework practices is an important part of the educational process and helps in the development of good study habits. Study skills are necessary skills to be taught by teachers and reinforced at home. Homework serves to reinforce learning and gives students an additional opportunity to practice skills or to explore related subject matter. It must be an integral part of the curriculum and related to the educational goals of the district.

Purpose

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

IDENTIFICATION CARDS & BATHROOM SWIPES

Identification cards with photo and bar code are provided to each student in Nutley High School in September. Students are required to wear the ID on a lanyard during the school day and as required at any school event. Students will also be required to provide their school ID in order to enter the building both during lunch and at the beginning of the day. Failure to comply will result in disciplinary action. It is the student's responsibility to obtain a replacement ID from Joseph Photographers at a cost of \$10.00.

Students will only be granted access to the bathroom via the use of a swipe card. Each bathroom is provided with two (2) bathroom swipe cards. Students will be allowed into the bathroom one at a time.

LIBRARY MEDIA CENTER

The Library-Media Center is open for the majority of the school day to serve students (please visit the library for more information). Students may use the center during study periods, lunch, and after school (**only when supervision is available**). Any student who violates the library services/privileges will face loss of the privilege.

- Students will not be admitted to the Library-Media Center except by written permission of the study hall or classroom teacher. On the other hand, permission is not required during the lunch period.
- Students are not to leave the Library-Media Center during the period except by permission of a staff member.
- The Library-Media Center is a place for quiet reading and studying. Students coming to the center to work have chosen this option. All patrons in the center should be careful to keep the room as quiet as possible.

- If a student wishes to take a book out of the center, it is necessary to use the ID card.
- Each student is responsible for maintaining a good borrowing record. Materials will not be loaned to students with overdue books or unpaid fines.
- Students may not borrow materials using anyone else's card.
- All books must be returned on or before the due date. Reserved and overnight books may be taken from the center at 2:56 p.m. and must be returned before first period on the next school day.
- Fines – 10 cents a day including weekends and holidays.
- Fines that are not paid by the end of a marking period will result in a “hold on report card” which means students will not be able to view their report card in the portal.
- Library-Media Center computers may be used for research and educational purposes only.

LUNCH/CAFETERIA REGULATIONS

- No seats are to be reserved in the cafeteria.
- No food is to be taken out of the cafeteria, gym and/other designated eating areas (lunch session is from 10:59 AM to 11:59 PM). Eating is only permitted in the cafeteria or other designated areas.
- Paper is to be deposited in trash cans. Recycling bins are available for glass, plastic, and aluminum. The throwing of food, paper, or other substances will not be tolerated.
- Staff will be on duty during the lunch period. Rules are to be obeyed, and insubordinate behavior will be reported to the administration.
- Students remaining for lunch are required to remain on the first floor but may visit teachers if so scheduled.

LOITERING

Students are prohibited from congregating or loitering anywhere in the school, but particularly in the main hallway joining the wings. Repeat offenders are subject to administrative consequences.

LOCKERS

Each student is assigned a locker, which must be kept clean, orderly, and locked at all times. Students will receive a locker combination when they are released via the student portal. The serial numbers and combinations are on file in the Main Office. Students are cautioned not to give out locker combinations to anyone since the locker is to be used only by the individual to whom it is assigned.

Please note:

- Students must use only the locker to which they are assigned. No exceptions.
- Students must supply their combination locks for their gym lockers.
- Lockers must be closed and **must not be left on pre-set.**
- **Combinations must not be given to other students.**
- Malfunctioning lockers must be reported to the Main Office immediately.
- Allowing others into your locker not only is a violation of the above school regulations but, more seriously, **sacrifices your own security.** Protect your valuables!
- We strongly recommend that valuables frequently left in lockers (i.e. coats, jackets, calculators, backpacks, etc.) be marked in an inconspicuous place so that identification (if need be) is swift and undeniably accurate.
- Physical Education lockers **must also be locked** and all valuables secured!
- Any student found tampering with or vandalizing a locker will be subject to disciplinary action.

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

SEARCH AND SEIZURE

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

1. Searches conducted of students' possessions, lockers or vehicles must be warranted by "reasonable suspicion" in compliance with standards established in [US vs. TLO](#).
2. These searches shall include the following guidelines:
 - "Reasonable suspicion" shall mean suspicion based on statements of concern by staff or students, and physical condition and behavior of a suspicious nature, which indicates possible substance use or possession, and/or weapons possession or contraband.
 - Searches of a " cursory" nature may be conducted, including a visual inspection and request that students empty pockets, purses and other belongings.
 - Students refusing to cooperate in "searches" will have their parent/guardian contacted immediately to inform them of the student's refusal to cooperate, stressing possible police involvement in the incident.

PARKING

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

PROTECTION OF PERSONAL PROPERTY

Personal property is the student's responsibility. Nutley High School is not responsible for any lost or stolen property. Large sums of money, expensive pens, watches, jewelry, and electronic devices should be left at home. If you lose an article, check to see if it has been turned in to the main office. If property over the sum of 200 dollars is considered to be stolen the police will be contacted.

SECURITY VIDEO SURVEILLANCE

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

TRANSFERS AND WITHDRAWAL FROM SCHOOL

Students who withdraw and transfer from Nutley High School must complete the proper forms. All books belonging to the high school must be returned to the subject teacher, and all fines must be paid. Students must be sure that all records with Nutley High School are clear so that there will be no delay in sending their credits to another school. **Please call the Registration Office for an appointment – 973-320-8494.**

VISITORS

Visitors must report to the security entrance in order to present identification and receive a visitor's pass. Persons will not be allowed entry if they do not have an appointment. For security reasons, visitors will not be released until the availability of the staff person to be seen is confirmed and a school employ is available to escort the visitor to their desired location. No visitor is authorized to be anywhere in the building without a pass. **Students are NOT to open any door for any individuals. Consequences will be issued to any student that does not comply.**

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

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

WORKING PAPERS

[Working papers are available via the NJ Website. Click here to be redirected.](#)
[NJ Working Paper Process](#)

INTERVENTION AND REFERRAL SERVICES (I&RS)

The Nutley Public School District has Intervention and Referral Services (I&RS) Teams at all district schools. The I&RS Team is available to assess students brought to their attention for social, emotional or educational needs. The I&RS Team receives referrals from building principals, counselors, Child Study Team members, and teachers. The Intervention and Referral Services Team is consulted as a pre-referral intervention to the special education evaluation process.

A student may be referred to the Child Study Team for evaluation by teachers, parents/guardians, counselors, and/or building administrators. Parents/guardians may request consideration for evaluation of their child by contacting the building principal or by writing a request to the Director of Special Services.

[For more information click here](#)

SECTION 504 – REHABILITATION ACT OF 1973

In accordance with Section 504 of the Rehabilitation Act of 1973, students who meet eligibility requirements and are not receiving special educational services will be provided services. Section 504 services are provided for students who have a physical or mental impairment that limits one or more major life activities. Parents, students, and teachers are advised to report concerns to Mr. Denis Williams, who serves as the building’s Section 504 coordinator. Additional concerns may be forwarded to Dr. James Riley, who also serves as the district coordinator for implementation of Section 504.

[ESL information click here](#)

SPECIAL SERVICES

CLASSIFIED STUDENTS

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

- General Education with Modifications
- In-Class Support
- Study Skills
- Resource Replacement
- Speech
- Self-Contained and Language Learning Disabilities (LLD)

CHILD STUDY TEAM SERVICE

The Department of Special Services provides services for identified students ages three through twenty-one. Students with disabilities who are in need of special education and related services are identified and evaluated as per N.J.A.C. 6A:14. The Child Study Team is comprised of a school psychologist, learning disabilities consultant, school social worker, and/or speech pathologist. The Child

Study Team works collaboratively with school personnel and parents to evaluate students in need and provide supports as deemed appropriate in the least restrictive environment. Please contact the Department of Special Services if you have further questions regarding referral and identification at (973) 661-8814.

INTERSCHOLASTIC ATHLETICS

The Board of Education recognizes that the primary responsibility of the school system is to educate all students to the maximum levels possible. Although the academic program has first priority, student activities are an important part of the total learning experience. The Board of Education, therefore, has an obligation to provide an opportunity for students to participate in a full range of activities, while ensuring that the student's academic progress is sufficient to support this participation.

Any student who wishes to compete in interscholastic sports must meet the minimum credit requirements established by the New Jersey Interscholastic Athletic Association (NJSIAA). Eligibility for activities will be determined on a semester-by-semester basis. A student must have passed 30 credits in the previous year to be eligible for participation in activities offered in the fall and/or winter. Students who have not attained the required 30 credits at the end of the regular school year may attend an approved summer program in order to gain credits for fall/winter eligibility. To be eligible for activities offered in the spring a student must be passing 15 credits at the conclusion of the first and second marking periods (including the midterm exam). For full year courses, one half of the full year's credit is allocated to the first semester.

Nutley High sponsors many interscholastic sports activities and competes interscholastically in the S.E.C. (Super Essex Conference). The athletic program is organized and carried on under the rules, regulations, and recommendations of the New Jersey State Interscholastic Athletic Association by the high school administration.

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

Nutley High School offers the following sports:

SPORT	FROSH Sub Varsity	FROSH /SOPH Sub Varsity Team	JUNIOR VARSITY	VARSITY TEAM
Football (Boys)		X		X
Cross Country (Coed)			X	X
Tennis (Boys)			TBD	X
Tennis (Girls)			X	X
Soccer (Boys)		X		X
Soccer (Girls)		X		X
Basketball (Boys)		X	X	X
Basketball (Girls)		X		X
Bowling (Boys)			X	X
Bowling (Girls)			X	X
Wrestling			X	X
Baseball (Boys)	X		X	X
Crew (Boys)			X	X
Crew (Girls)	X		X	X
Golf (Coed)				X
Softball (Girls)		X		X
Track (Boys)			X	X
Track (Girls)			X	X

Volleyball (Boys)			X	X
Volleyball (Girls)	X		X	X
Winter Track (Coed)			X	X
Lacrosse (Boys)			X	X
Ice Hockey (Coed)				X
Cheerleading (Girls)			X	X
Swimming	Individual----	-----		-----
Gymnastics	Individual----	-----		-----
Fencing	Individual----	-----		-----

ATHLETIC ELIGIBILITY

Students must:

- Conform to N.J.S.I.A.A. and S.E.C. Rules
- Pass a physical examination
- Submit parental permission form
- Pay to Participate
- Complete and submit random drug testing Consent to Test Form. For information on the Governor’s Random Drug Testing mandate, visit:
<https://www.njsiaa.org/steroid-testing>
- Meet residency requirements; non-residents are ineligible

RIGHTS AND RESPONSIBILITIES OF STUDENTS (TITLE IX)

What is Title IX?

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

What are my rights and responsibilities?

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

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

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

NON-DISCRIMINATION

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

AFFIRMATIVE ACTION PROGRAM

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

HEALTH SERVICES

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

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

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

STUDENT HEALTH RELATED POLICIES AND PROCEDURES PHYSICAL EXAMINATIONS

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

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

HEALTH PASS FOR ILLNESS

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

PRESCRIPTION MEDICATION

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

IMMUNIZATION REQUIREMENTS

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

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

MEDICAL EXCUSES FROM PHYSICAL EDUCATION

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

STUDENT ASSISTANCE SPECIALIST

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

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

HOMEBOUND INSTRUCTION POLICY

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

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

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

1. The parent shall submit a request to the school district that includes a physician's certificate documenting the diagnosis and projected need for confinement at the student's residence or other treatment setting for five (5) consecutive school days or more during the school year.
 - a. The Homebound Request Form may be obtained in the Main Office and must be returned to the Main Office and/or School Counseling Office with copies forwarded to the building principal or his designee.
 - b. Upon receipt of the Homebound Request Form, parents will be given a letter explaining Homebound Instruction.
2. The school district shall forward the written determination to the school physician, who shall verify the need for home instruction. The school physician may contact the student's physician to secure additional information concerning the student's diagnosis or need for treatment and shall either verify the need for home instruction or shall provide reasons for denial to the district board of education. The school physician reserves the right to request an evaluation by a specialist at the parent's expense.
3. The school district shall notify the parent concerning the school physician's verification or reasons for denial within five school days after receipt of the written determination by the student's physician.
4. The school district shall provide instructional services within five school days after receipt of the school physician's verification or, if verification is approved prior to the student's confinement, instruction will commence during the first week of the student's confinement to the home or out-of-school setting. If the school physician denies homebound instruction and the parent has been notified, absences will be cumulative and unexcused from that day forward.
5. Students may be placed on homebound through administration for reasons other than a temporary or chronic health condition (i.e. students in need of an alternative educational setting or suspended students).

Administration may not require physician's documentation to refer students for homebound instruction.

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

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

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

1. For a regular education student whose projected confinement will exceed 30 consecutive calendar days, the district shall develop an Individualized Program Plan (IPP) for delivery of instruction and maintain a record of instructional services and student progress.
 - This IPP shall be developed within 30 calendar days after placement on home instruction.
 - For a student on short-term suspension (10 days or fewer) for the general education program pursuant to [NJAC 6A:16-7.2](#), development of an IPP is not required.
2. Teachers providing instruction shall be certified and when possible, certified in the subject, grade level and special needs of the student pursuant to [NJAC 6A:9](#), Professional Licensure and Standards.
 - **A substitute teacher certification shall not be sufficient to meet the requirements of home or out-of-school instruction.**
3. For students with a **temporary or chronic health condition**, the homebound instructor shall provide one-on-one instruction for no fewer than **five hours per week on three separate days of the week** and, if the student is physically able, no fewer than **five hours per week of additional guided learning experiences** that may include the use of technology to provide audio and visual connections to the student's classroom (i.e. thematic reinforcements).
4. For students on homebound instruction **for reasons other than a temporary or chronic health condition**, the instructor shall provide one-on-one instruction no fewer than **10 hours per week** on three separate days of the week and no fewer than 10 hours per week of additional guided learning experiences that may include the use of technology to provide audio and visual connections to the student's classroom.
5. If home instruction is provided to students in a small group rather than through one-on-one instruction, the minimum number of hours of instruction per week for the group shall be determined by multiplying the number of students in the group by five hours for students with a temporary or chronic health condition. For students on home instruction for reasons other than a temporary or chronic health condition, direct instruction shall be provided for no fewer than 20 hours per week. The hours of instruction shall be provided on no fewer than three separate days during the week and the student to teacher ratio shall not exceed 10:1.
6. For a special education student, the home instruction shall be consistent with the student's Individualized Education Plan (IEP) to the extent appropriate.
7. In cases of both regular education and special education, home instruction shall meet the Core Curriculum Content Standards pursuant to NJAC 6A:8, Standards and Assessment, and the requirements of the district Board of Education for promotion at that grade level.

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

This is an informational overview and is not intended as full text. Please review the full policy and regulation linked below.

The preceding are excerpts from the Board of Education's recently-revised policy (Policy #[2412](#) and Regulation# [R2412](#)) and procedure on homebound instruction.