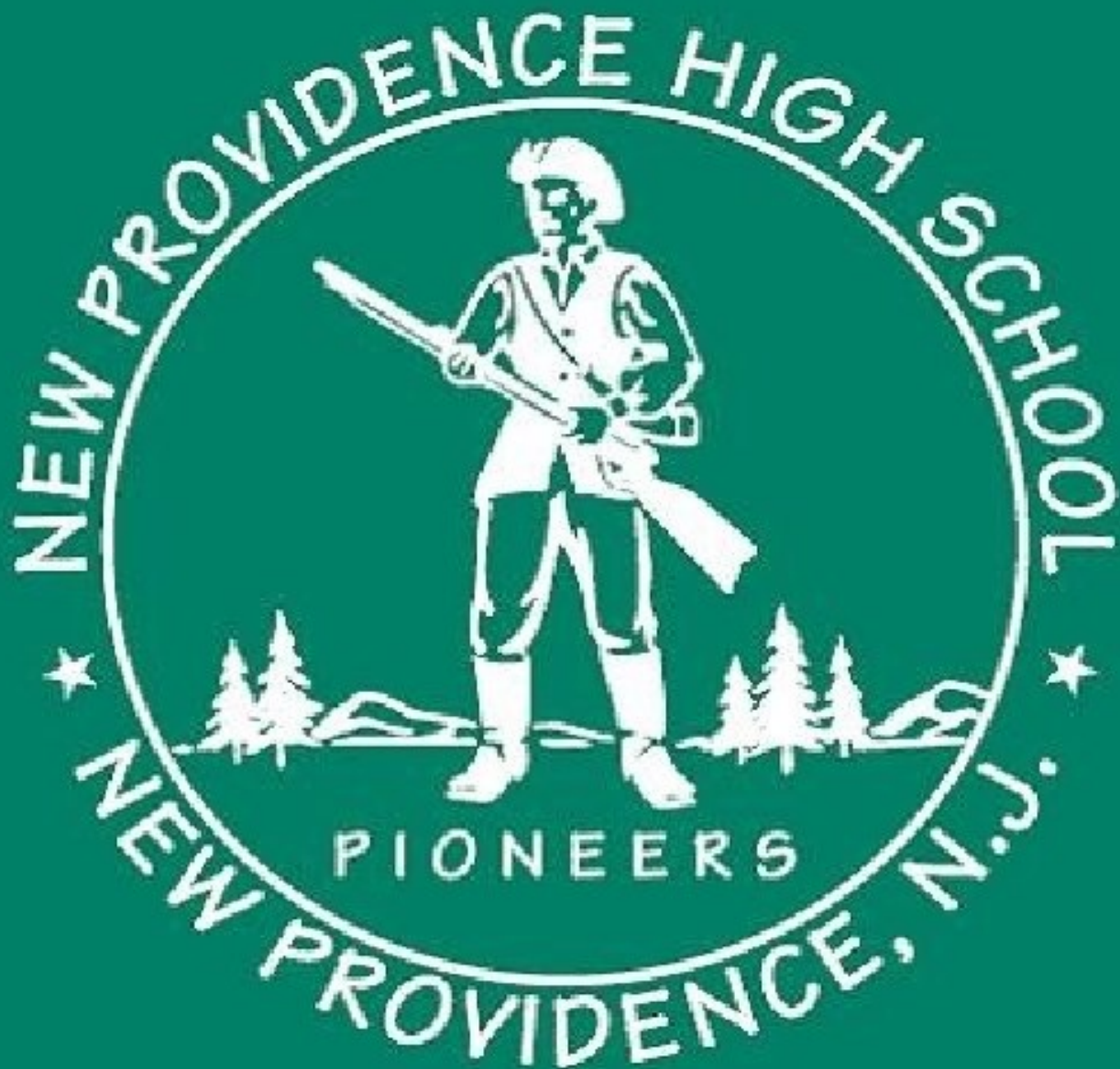


2018—2019



DEDICATED TO EXCELLENCE IN ACADEMICS - ARTS - ATHLETICS

STUDENT INFORMATION FOLDER



# *New Providence High School*

*Dedicated to Excellence*

**NPBS GUARANTEES EQUAL EDUCATIONAL OPPORTUNITY TO ITS STUDENTS IN ALL COURSE OFFERINGS AND CO-CURRICULAR ACTIVITIES.**

**CONCERNS MAY BE ADDRESSED TO BRIAN HENRY, THE BUILDING AFFIRMATIVE ACTION OFFICER.**

## **GRADING SYSTEM**

<b>Report Card Grade</b>	<b>Numeric Equivalent</b>	<b>Percentage</b>
A	4.0	95 - 100
A-	3.5	90 - 94
B	3.0	85 - 89
B-	2.5	80 - 84
C	2.0	75 - 79
C-	1.5	70 - 74
D	1.0	65 - 69
D-	0.5	60 - 64
E	0.0	26 - 59
F	0.0	0 - 25

**LAUREN ZIRPOLI**  
Principal

**BRIAN HENRY**  
Assistant Principal

**VINCENT CARANGELO**  
Director of  
Athletics

**JILLIAN SHADIS**  
Director of  
Guidance

# NEW PROVIDENCE HIGH SCHOOL

## BELL SCHEDULE

### REGULAR DAY

	A Day	B Day	C Day	D Day
Time Block	Rotation of Class Periods			
7:44 - 8:44	1	4	3	2
8:47 - 9:47	2	1	4	3
9:50 - 10:50	3	2	1	4
10:53 - 11:53	5	8	7	6
11:53 - 12:23	Lunch A			
12:23 - 12:43	Professional Period			
11:53 - 12:23	Professional Period			
12:23 - 12:43	Lunch B			
12:43 - 1:43	6	5	8	7
1:46 - 2:46	7	6	5	8

### DELAYED OPENING

	A Day	B Day	C Day	D Day
Time Block	Rotation of Class Periods			
9:45 - 10:45	3	2	1	4
10:48 - 11:48	5	8	7	6
11:48 - 12:23	Lunch A			
12:23 - 12:43	Professional Period			
11:48 - 12:08	Professional Period			
12:08 - 12:43	Lunch B			
12:43 - 1:43	6	5	8	7
1:46 - 2:46	7	6	5	8

### EARLY DISMISSAL

Time	Period	Minutes
7:44 - 8:17	1	33
8:20 - 8:51	2	31
8:54 - 9:25	3	31
9:28 - 9:59	4	31
10:02 - 10:33	5	31
10:36 - 11:07	6	31
11:10 - 11:41	7	31
11:44 - 12:15	8	31

## SCHOOL CALENDAR 2018-2019

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September 5	School Opens for Students
September 10	Closed - Rosh Hashanah
September 19	Closed - Yom Kippur
October 8	Closed - Staff Development
November 8-9	Closed - NJEA Convention
November 21	Early Dismissal - Thanksgiving Recess
November 22-23	Closed - Thanksgiving Recess
December 21	Early Dismissal - Holiday Recess
December 24-January 1	Closed - Holiday Recess
January 21	Closed - Staff Development
February 15-19	Closed - Presidents' Day Recess
April 15-19	Closed - Spring Recess
May 27	Closed - Memorial Day
June 21	Closed 12:15 pm

### 2018-2019 Marking Periods

	Begins	Ends	Length	Exams
M.P. 1	September 5, 2018	November 12, 2018	44 days	
M.P. 2	November 13, 2018	January 25, 2019	44 days	Jan 28th, 29th, 30th, and 31st
M.P. 3	February 1, 2019	April 8, 2019	44 days	
M.P. 4	April 9, 2019	June 17, 2019	44 days	June 18th, 19th, 20th, and 21st

In the event additional days are needed to comply with state rules and regulations, prior to the February break, the days will be made up during the February break in this order—Tuesday, 2/19, then Friday 2/15. Days after the February break will be made up during the week of April 15–19 (starting with Friday, April 19th and going backwards).

## STUDENT CODE OF CONDUCT

Every student enrolled in the school is expected to follow the established standards and procedures for positive student development and behavioral expectations on school grounds and all school sponsored functions away from school grounds.

The purpose of the regulation is to:

- Foster the health, safety, social and emotional well-being of students.
- Support a school environment conducive to learning which promotes high academic standards.
- Prevent the occurrence of problem behaviors and establish response to violations of the student discipline/code of conduct.

## THE RULES OF CONDUCT

**Students shall not:**

- Be insubordinate to teachers or other school staff members or disregard their instructions or demonstrate lack of respect for their authority.
- Create disorder or disruption on school premises.
- Use, threaten, or incite the use of physical force against another student, staff member or visitors to the school.
- Steal, damage or deface the property of other students, staff members or district.
- Engage in sexual and/or other harassment of students or staff members.
- Use foul, abusive, derogatory or demeaning language.
- Procure the property of others by threat or intimidation.
- Enter the school premises or allow someone into the school premises without permission.
- Set fire to or cause a fire in any way on school premises.
- Possess or explode a firecracker or other explosive device.
- Sound or cause to be sounded a false alarm for fire, bomb or other condition that is hazardous to others.
- Engage in any other activity expressly prohibited by a school staff member.

## ACADEMIC INTEGRITY

**We would like to remind all students that cheating of any kind is unacceptable.**

**Everyone** must act with personal integrity. This means doing one's own work. Any violation of this is cheating. Cooperation among students must be at the teacher's discretion. Plagiarism, the use of another's words or ideas as if they were one's own without acknowledgment of their source, is not permissible.

**Cheating on routine and daily/minor homework/assignments:**

1. The student shall receive a "O, E or F" on the assignment/homework.
2. The teacher will follow the incident with a phone call home.
3. The student will serve a teacher detention.

**Cheating on a major assignment or evaluation:**

1. Consequences #1 and #2 as above.
2. Parents will be notified by the Administration and an administrative detention will be assigned.
3. The nature of the detention, i.e., two (2)- or four (4)-hour, will be at the discretion of the Administration.
4. A committee will be assembled to adjudicate any further consequences regarding the cheating incident.

## **HARASSMENT, INTIMIDATION AND BULLYING**

Harassment, intimidation and bullying are defined as any act, whether written, verbal or physical, or via electronic communication that is motivated or reasonably perceived as being motivated by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, gender identity, sexual orientation, mental or physical disability or other distinguishing characteristics, that occurs on school property, at a school-sponsored event, or on a school bus or other school vehicle and that:

1. a reasonable person would know, under the circumstances, would have the effect of harming a student's property or placing the student in fear of harm; or
2. has the effect of insulting or demeaning any student so as to cause substantial disruption or interference with the orderly operation of school.

All students have the following rights: to be treated with respect and courtesy, to feel safe when traveling about school and on school buses, to report bullying to a teacher or another school employee without fear of reprisal, retaliation or false accusation and to expect the school to investigate such reports and to intervene when necessary to prevent bullying.

All students have the following responsibilities: to treat others with respect and courtesy, to refrain from, and to refuse to participate in, name-calling or put-downs based on another student's appearance or ability, to report bullying as soon as it is observed to a school employee, and to come to the aid of any student being bullied by telling the bully to stop or to get help from an adult.

Students who are found to have engaged in bullying or have retaliated against another for reporting such conduct or have knowingly made a false report of bullying will be subject to discipline which could include, but is not limited to: administrative detention, in-school suspension or out-of-school suspension.

## **CYBER-BULLYING**

Cyber-bullying is the use of electronic information and communication devices to:

1. Deliberately threaten, harass, or intimidate an individual or group of individuals; or
2. Place an individual in reasonable fear of harm to the individual or damage to the individual's property; or
3. Have the effect of substantially disrupting the orderly operation of the school.

Cyber-bullying by a student in the district directed toward another school district student or school staff member is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

Any student or school staff member who believes he/she has or is being subjected to cyber-bullying shall immediately make a report to the building administration. If it is confirmed that cyber-bullying was committed by a school district student on school grounds and/or using school district technologies, the student will be subjected to appropriate discipline.

In the event that it is determined that cyber-bullying was committed by a school district student using non-school district technologies away from school grounds, a report of the investigation may be reported to the local law enforcement. In addition, school authorities have the right to impose a consequence on a student away from school grounds when it is reasonably necessary for the student's physical or emotional safety and security and interferes with the operation of school.

## **CONSEQUENCES**

Consequences for a student who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the

student’s history of problem behaviors and performance, and shall be consistent with the student code of conduct.

Consequences may include, but are not limited to: admonishment, temporary removal from the classroom, deprivation of privileges, classroom or administrative detention, referral to administration, in-school suspension, after-school programs, out-of-school suspension, reports to law enforcement, and/or expulsion.

Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation or bullying.

### New Providence High School Code of Conduct Student Infractions and Interventions

With the prior approval of the Superintendent, the Principal/Designee may use discretion to impose interventions within levels or different consequences based upon the context, student’s age and abilities. Number of offenses will also be taken into account.

Level	Range of Interventions
1	<ul style="list-style-type: none"> <li>● Teacher Reprimand</li> <li>● Temporary removal from classroom</li> <li>● Student/Teacher conference</li> <li>● Administrative reprimand</li> <li>● Parent contact</li> <li>● Teacher detention</li> <li>● Loss of Privilege</li> </ul> <p style="text-align: right;"><i>*Interventions are not intended to be used in sequential order</i></p>
2	<ul style="list-style-type: none"> <li>● Teacher Reprimand</li> <li>● Teacher detention</li> <li>● Parent contact</li> <li>● Administrative reprimand</li> <li>● Loss of Privilege</li> <li>● Parent Conference with administration</li> <li>● Administrative detention</li> </ul> <p style="text-align: right;"><i>*Interventions are not intended to be used in sequential order</i></p>
3	<ul style="list-style-type: none"> <li>● Parent conference with administration</li> <li>● Multiple Administrative Detentions</li> <li>● Restitution</li> <li>● Loss of Privilege</li> <li>● Referral to Student Assistance Counselor</li> <li>● Suspension</li> </ul> <p style="text-align: right;"><i>*Interventions are not intended to be used in sequential order</i></p>

Level	Range of Interventions
4	<ul style="list-style-type: none"> <li>• Parent conference with administration</li> <li>• Referral to Student Assistance Counselor</li> <li>• Restitution</li> <li>• Loss of Privilege</li> <li>• Suspension/Multiple day suspension</li> <li>• Referral for Treatment/Evaluation</li> <li>• Expulsion</li> <li>• Police notification</li> </ul> <p><i>*Interventions are not intended to be used in sequential order</i></p>

Code of Conduct Infractions	*Level of Interventions
Inappropriate use of a digital device	1-2
Parking violation	1-2
Disruptive behavior	1-3
Disruptive dress/appearance	1-3
Tardy	1-2
Cutting class	2-3
Truancy	2-3
Forgery/Cheating/False reporting/ Plagiarism	2-3
Profane/offensive language	2-4
Leaving school grounds without permission	2-4
Defiance of school authority/ Insubordination	2-4
Harassment, Intimidation & Bullying	2-4
Verbal/Written/Electronic threat of harm	3-4
Inappropriate contact/Sexual misconduct	3-4
Theft/Extortion	3-4
Gambling	3-4
Vandalism/Defacing school property	3-4
Obscene/Pornographic material	4
Terrorist threats	4
Negative physical contact	4
Physical assault of another student	4
Physical assault of staff	4
Drugs/Alcohol - Use or possession	4
Tobacco/ESD** - Use or possession	4
Drug/Alcohol sale	4
Falsely activating fire alarm	4
Gang activity	4
Weapon possession	4
Arson	4

\*Interventions can be higher in cases with aggravating factors. In certain cases, legal action may also be required.

\*\*ESD = Electronic Smoking Device



## PHILOSOPHY AND PROCEDURES

It is important for the overall good of all students that each student abide by the rules of conduct designed to nurture a learning atmosphere. Additionally, school is a place of social interactions. Respect for self, each other, each other's belongings, and school property is essential to harmonious living. All rules are based on these two (2) expectations and will be enforced fairly and objectively to create a safe, pleasant place for each individual to work and succeed.

In addition to teacher detentions, there are three types of administrative disciplinary procedures which can be assigned to a student. These are invoked according to the nature and frequency of the offense at the discretion of the administration.

## ADMINISTRATIVE DETENTION

Detentions are held in New Providence High School on Saturday morning from 8:30 a.m. to 12:30 p.m. Students are assigned for either a two (2)-hour or four (4)-hour block of time. **The number of times an Administrative Detention can be served will be limited and thereafter a more severe penalty will be invoked.** After-school detention may also be assigned for less serious infractions. Please note that Open Lunch privileges will be suspended from the day a detention is assigned until it has been served.

### Guidelines

Administrative detention is an alternative to suspension. Students who are in violation of school regulations or who display poor behavior can be assigned to either a two (2)-hour detention or one or more four (4)-hour detentions. Behaviors which could warrant assigning the student administrative detention include insubordination, disruption of classes, truancy, use of profanity, leaving the building or school grounds without permission, refusing to attend teacher detentions, and any other behavior as determined by the HS Administration. However, when in the opinion of the HS Administration, administrative detention has been tried and found not to have been effective with specific students, those students will be assigned in-school or out-of-school suspension depending on the type, severity, and frequency of the offense as determined by the Administration. Please note that students can/will be disciplined for their actions not only during school hours and at all school-sponsored events but also for actions that take place **after school hours and not on school grounds that have the potential to disrupt the educational process.**

### Operational Procedure

1. Students assigned to administrative detention will report Saturday from 8:30 a.m. to 12:30 p.m. to a designated room in the high school. Administrative detention may be two (2) or four (4) hours in length.
2. Students **must** report with textbooks and other working materials and be prepared to study for the entire period of detention.
3. Students reporting to detention without materials will be subject to
  - a. being sent home by the monitoring teachers, and having additional penalties assigned by the principal or designee,
  - b. being assigned work by the monitoring teacher as appropriate. Students **will not** be allowed to sleep or rest their heads on their desk during this period.
4. The first time a student is absent from Administrative Detention he/she will be required to attend two (2) such sessions. Thereafter, the student will automatically be required to serve an in-school or out-of-school suspension at the discretion of the administration.

Students who are disruptive and/or uncooperative during the period of Administrative Detention will be required to attend a second full session the following week or serve an in-school or out-of-school suspension at the discretion of the administration.

Students will not be excused from Administrative Detention because of outside employment or other personal demands on their time. Unusual circumstances, exclusive of work, will receive special consideration by the principal or designee if requested **prior** to the assigned detention.

**Note:** Students will be given a choice of alternate dates at the time an Administrative Detention is

assigned in order to provide an opportunity to rearrange other personal or family commitments. However, **once set, the date may not be changed except in the event of an emergency.**

**Parents may not excuse a student from or admit a student late to an Administrative Detention.** It is the student's, not the parent's, responsibility to arrive at the detention room no later than 8:30 a.m.

## IN-SCHOOL SUSPENSION

The in-school suspension (ISS) program is designed to serve as a deterrent to inappropriate student behavior while maintaining a supervised learning environment and reducing the number of days a student is out of school. It is a punishment designed to have educational merit, keeping the student in the school setting. The in-school suspension program provides the assigned student the opportunity to keep pace with the daily classroom learning activities, eliminating the need for make-up work. When assigned to the in-school suspension program, the student does not accumulate an absence under the attendance policy. The student not only has the opportunity to remain current in his/her daily work, but also may use the time to complete missing work, make-up work, long-range projects, and review and study for tests and quizzes.

### Procedures and Guidelines

1. Students are assigned to in-school suspension by the Principal or Assistant Principal for one or more days or for selected period(s) during the day. An administrator will inform the student's parents of the disciplinary action taken by telephone, or an official notice of in-school suspension will be mailed to the home to the attention of the parent/guardian.
2. While assigned to in-school suspension, students are excluded from participating in **all** co-curricular activities of the school, including field trips, sports, and social events during the school day, after school, and evening.
3. The student assigned to in-school suspension is responsible for reporting to the in-school suspension room at the time and for the dates prescribed. Students who are absent while on suspension must make up the time lost until the full number of days are served. Students who are tardy will likewise be subject to an extension of their period of supervision, administrative detention, and/or out-of-school suspension at the discretion of the administration. If, for any reason, a student fails to attend the full time assigned, no partial time will be credited. The assigned ISS must be served as originally determined.
4. Staff members will be notified of a student's in-school suspension as appropriate.
5. Students assigned in-school suspension should report to the Principal's Office by 8:00 a.m. Students are to bring assignments, books, notebooks, pencils, pens, paper, and any additional resource material when they report in the morning.
6. Students will eat their lunch in the ISS room. Lunch may be brought from home or lunch tray may be purchased from the cafeteria. Milk or juice may also be purchased. No talking will be permitted.
7. As a general rule, students **MAY NOT**
  - a. leave the room for any reason other than to use the lavatory.
  - b. converse with each other.
  - c. sleep.
  - d. do nothing.
  - e. go to the nurse without permission.

As a general rule, students **MAY**

- a. complete all homework assignments.
  - b. read textbooks, course-related books, or novels; no magazines or comic books.
  - c. write reports, essays or do projects. Note: All sources for reports, etc., must be brought into the room by the student in the morning. In skill-based courses, i.e., shop, physical education, foods, music, or art, an essay or project deemed appropriate by the teacher should be assigned.
  - d. take tests or quizzes that can be administered by the supervisor.
8. Disruption in the suspension room will result in additional in-school suspension day(s), administra-

tive detention, and/or out-of-school suspension at the discretion of the administration. No partial credit will be given for the time already served.

### **OUT-OF-SCHOOL SUSPENSION**

Out-of-school suspension is invoked for especially serious, dangerous, and/or repeated infractions of the rules. It is used by the administration only after administrative detention and/or in-school suspension have failed to modify a student's unacceptable behavior, where the student is a threat to the safety of self or others, where negative physical contact has occurred with another student, or where student involvement with a controlled or illegal substance is suspected. Please note that students can/will be disciplined for their actions not only during school hours and at all school-sponsored events but also for actions that take place **after school hours and not on school grounds that have the potential to disrupt the educational process.**

#### **Procedures and Guidelines**

1. **The New Providence School District regards adverse behavior as a serious disruption of the educational process. No suspension will be for less than a continuous three (3) day period.**
2. Suspensions in excess of three (3) days are considered an extreme measure and only assigned in conjunction with repeated, continuous, and/or severely aberrant student behavior or in conjunction with the policy governing suspected substance abuse.
3. A student suspended from New Providence High School is expected to remain at home during the school day for the duration of the suspension and is not permitted to participate in any school activities or to be on school property. It is anticipated that the student's parents/guardians will cooperate with the school authorities in enforcing these procedures.

### **GENERAL GUIDELINES FOR SUSPENSION**

Certain offenses are subject to immediate **removal from school and a minimum three (3) day out-of-school suspension.** These include but are not limited to:

1. Possession or drinking of alcoholic beverages.
2. Possession, use, or dispensing of drugs.
3. Possession of dangerous instruments or volatile substances (e.g., explosive chemicals, CAPS/ firecrackers, or any variation, knives which include pen knives and Swiss Army knives, guns, etc.).
4. Conduct of such character as to constitute a continuing danger to the physical well-being of another pupil.
5. Fighting and/or negative physical contact with another pupil, teacher, or other school employee.

Offenses subject to either in-school or out-of-school suspension include, but are not limited to:

1. Continued and willful disobedience.
2. Open defiance of the authority of any teacher or person having authority.
3. Failure to attend Administrative Detention.
4. Taking or attempting to take personal property or money from another pupil, or from his/her person, by means of force or fear.
5. Willfully causing or attempting to cause substantial damage to school property.
6. Any other conduct which in the judgment of the principal warrants in-school or out-of-school suspension.

**Students who are suspended may not participate in any event sponsored by the school or athletic or non-athletic co-curricular activity during the school day in the afternoon or evening during the time of suspension.**

### **LASERS**

Laser pointer/pens are not allowed in school or at school events. Students using these will be subject to disciplinary action.

### **CELL PHONES/ELECTRONIC DEVICES**

As per our Board approved Personal Use of Technology Policy, "High School students who bring a personal electronic communication and/or recording device (ERCD) to school may keep the device on

their person throughout the school day. The devices can be used in the classroom for educational purposes with the specific permission of the classroom teacher. The device may also be used during the lunch period in the cafeteria and during study halls. The devices may not be used in the hallways or during passing time between classes.” Any infraction to this policy will be referred to the administration.

## **iPAD USE**

As per the Student and Parent/Guardian iPad User Agreement, students will be issued an iPad, which is the property of the New Providence School District. The use of the iPad is a privilege. Students’ rights of possession and use are limited to and conditioned upon their full and complete compliance with the iPad User Agreement and the District’s Acceptable Use of Computer Networks and Resources Policy and Regulation, which are available on the NPSD website. Failure to comply may result in the immediate termination of a student’s rights of possession, and the District may repossess the iPad. Students are required to bring fully charged iPads to class every day. Students are expected to take home their iPad every night for assignments and recharging. All rules and regulations that are in effect during the school day extend to the use of the iPad at home. If students leave their iPad at home, they are responsible for getting the coursework completed as if they had their iPad present. If a student repeatedly leaves their iPad at home, he/she may be subject to disciplinary consequences.

## **APPEAL**

An appeal of any NPHS procedure or penalty will be heard if received by the principal in writing from the student and/or parent affected. The appeal must include a significant reason why the school’s usual process should not be followed. Without verifiable and unique reasons, an appeal will not be granted in order to ensure fair treatment for all students.

In the case of a suspension of ten days or longer, an appeal may be made to the Board of Education. Due to a lack of timeliness, there is no appeal procedure after the date of the May Board of Education meeting.

## **STUDENT SCHEDULES**

### **Schedule Changes**

**Requests for schedule changes will be approved ONLY in cases of unique and significant circumstances.** Courses cannot be dropped to accommodate a student’s personal preference or convenience. Schedule changes may be requested for the following reasons:

1. Student is not scheduled for sufficient number of credits (30 required; 35 recommended).
2. Student’s post-secondary plans have changed, e.g., from vocational planning to college preparatory or vice versa.
3. Student is experiencing serious academic difficulty in a course and an intradepartmental change may be warranted (i.e., a change from an advanced to a regular or remedial section with the same subject area).

**No schedule change will be effected on parental request only.**

When it is determined that the educational needs of the student can best be met by means of a schedule change, approval of the parent/guardian, counselor, teacher, curriculum area department head, and guidance department head is required.

Any adjustment in a student’s schedule is contingent upon class enrollments and the availability or another course during the same period as the course dropped or during the period of study hall.

### **Continuance Criterion and Appeal Procedure**

Admission to sequential honors-level course is subject to annual review. In order to continue in a sequential honors level course, a student must maintain a minimum average grade of “B” each year. If, however, **extenuating circumstances** cause a student to fail to meet the “B” criterion, he/she may submit a written petition for continuance in an honors level program to the principal. **Appeals are only for students already in an honors class.**

## TIME ALLOTMENTS FOR MISSED WORK

1. If work is missed because of **out-of-school suspension**, one (1) day shall be allotted for each day of suspension.
2. If work is missing because of **in-school suspension**, no additional time shall be allotted for make-up. It is expected that the student will complete required work during the time of suspension unless that work requires the use of special facilities. In that event, the one day shall be allotted for each day of suspension.
3. If work is missing because of **class cuts or truancies**, no time shall be allotted for making up the work due the day the student is absent. The student receives a **failing grade** for work missed.
4. If work is missing because of **absence for other reasons**, one (1) day shall be allotted for each day of absence. In such cases of legitimate absence, exceptions may be made to these allotments at the teacher's discretion with the supervisor's approval. Missing work shall be made up within a reasonable time (usually 14 days) depending upon individual circumstances in cooperation with the teacher.
5. An **anticipated absence** must be approved by the attendance office, and the student must see each teacher for the purpose of **obtaining** and **completing** make-up work for the period of absence **BEFORE** the absence occurs. If such a request is for too extended a period of time or creates a hardship for the teacher, the parent will be notified and the request denied.
6. Students planning to participate in a **field trip** experience must also **obtain** and **complete** missed work **PRIOR** to the date of the trip.

## HONOR ROLL

The Honor Roll recognizes students who have demonstrated academic excellence. It is based on the marking period grades and is published four times each year. The Honor Roll recognizes two levels of student performance.

**High Honor** status is achieved by students who earn no grade lower than an "A-" and **Honor** status by those who earn no grade lower than a "B." Grades of "I" and "WF" disqualify a student from Honor Roll eligibility. One Medical "ME" grade is acceptable. A "WF" will be evaluated in view of individual circumstances.

## EXAMINATIONS

### Grades 9-12

Scheduled midterm and final examinations are administered to all students in full-year major course areas and selected semester and full year electives. In-class examinations in other areas are given at the teacher's discretion.

### Grade 12

Students in grade 12 will have midterm and final examinations administered in each of their courses, **except** they may earn an exemption from an examination in any course in which they maintain an average of "A-" or better for the four (4) marking periods, including the midterm examination, of a full-year course or two (2) marking periods of a semester course. Exemption from an in-class exam is at the teacher's discretion.

## **ABSENCE/TARDY PROCEDURES AND PENALTIES**

Please do not request to have a midterm or final examination administered on days other than those designated as exam days. **A missed examination due to tardiness or absence is recorded as a failing grade ("F") and no make-up is permitted. A student is considered tardy and will not be admitted to an examination room if he/she arrives after the proctoring teacher has begun the distribution of materials.** A combined midterm and final examination grade counts for 20% of the total final average in a course.

Students are strongly urged to invest the time needed to succeed in each course. **A student's work is achieving an education, and that goal must take priority over all others.**

## **ELIGIBILITY FOR PARTICIPATION IN SPORTS AND CO-CURRICULAR ACTIVITIES**

Students who wish to participate in sports and/or other co-curricular activities must meet the eligibility standards listed below:

1.
  - a. Students in grades 10-12 who in the previous year earned 30 credits, have not been retained, and are not repeating a graduation requirement (sequential courses/i.e./Language Arts; Physical Education; Health Education) are eligible for participation in sports and other co-curricular activities in the **fall** and **winter** semesters.
  - b. Students in grades 9-12 must be passing 15 credits for the previous semester to be eligible to participate in co-curricular activities during the **spring** semester.
  - c. Students eligible at the start of a sports season or semester remain eligible for that entire sports season or semester regardless of individual marking period grades.
2. Pupils in grades 9-12 must maintain cumulative grade averages of C-. Students may not have failed in the preceding year a course required for promotion or graduation, e.g., English, Physical Education, or any course which would have to be taken in conjunction with the next sequential level of that course.
3. Pupils in grades 9-12 must maintain satisfactory records of attendance 90% of the days school is in session in any given year. (Appeals to this provision shall follow the same guidelines as noted in the Attendance Regulation of Cumulative/Non-Cumulative absences.)

## **ATTENDANCE REGULATIONS**

**Regular attendance is essential to the successful completion of the course of study.**

**Students are expected to be present on every day that school is in session, except as their absence may be excused in accordance with Board of Education policy.** Specifically, it has been established that a student absent from classes scheduled for a course of study more than 10% of the days in which class meets, shall receive no credit for that course. That is, a student absent from a class in excess of six (6) days in a semester course, or in excess of thirteen (13) days in a year course will receive no credit for the course. Students in courses other than those assigned two and a half (2 ½) or five (5) credits will be advised by the subject area teacher of the number of absences which will result in the loss of credit. In all instances of absence from class, the student is responsible for making up the missed work.

### **Noncumulative Absences**

1. Absences for school-approved activities such as field trips, athletics, instrumental music class, and scheduled counseling appointments, shall not be counted toward the loss of course credit.
2.
  - (a) Special consideration will be given to absences resulting from long-term or chronic illnesses for which a doctor's note is presented. Such special consideration shall be made by the Assistant Principal and/or the Principal.
  - (b) Death in the immediate family and religious holidays as prescribed by the State Department of Education will not count toward cumulative absences.



## ATTENDANCE WARNINGS

Parents will receive automated files from PowerSchool on a weekly basis indicating your child's absences from their classes. We strongly encourage students to maintain their own accurate record of absence and tardiness to each class.

*Loss of Credit will occur on each of the following absences depending on the course:*

**REMINDER: 3 tardies to one class equals one cumulative absence**

Full Year Course	Semester Course	Physical Education	Health Education	Honors Science
14th absence	7th absence	10th absence	4th absence	17th pd absence

Any lateness to class of less than 25 minutes is considered a partial absence and three (3) such partial absences constitute one full cumulative absence and count toward the loss of course credit unless certified as non-cumulative.

### LOSS DUE TO EXCESSIVE ABSENCE

A student will remain in a scheduled class even after exceeding the absence limit. The report card and permanent record will indicate the grade earned in the course. However, both will also indicate "no credit because of excessive absence."

### ATTENDANCE APPEAL

Appeals for an exception to loss of course credit for excessive absences may be made to the Attendance Review Committee. The appeal must be made directly to the attendance officer, in writing, by the student **within five (5) days** of his/her notification of the loss of course credit.

### CAUTION

Students are encouraged to maintain their own accurate record of absence and tardiness. They are also cautioned that **short term absences due to routine illness which occur from time to time are considered cumulative absences whether or not they are accompanied by a medical excuse.** The 10% allowable days absent are intended to accommodate such contingencies.

In the event of an appeal, all days missed to the date of "loss of credit" must be accounted for in terms of documentation, not just the final days in excess of policy.

### PREVENTING THE LOSS OF CREDIT

In order to prevent the loss of credit, it is imperative that both student and parent(s) use the weekly attendance figures to keep track of their current standing in each course. Additionally, the guidance counselor will work closely with the students who are accumulating a high number of absences in a particular course. As the student begins to near the allotted amount of absences for a particular course, the counselor will contact the parent(s), and, if warranted, arrange a conference with the student and the parents to review the situation.

**Be on time: Lateness to class contributes to loss of course credit.**

### NOTE FROM PARENT EXPLAINING ABSENCE

Parents must call the school if their child is absent or will be tardy (464-8731). Students are required to bring a written explanation for their absence on the day they return. Notes for absence or tardiness should contain the following information:

1. The student's name
2. The student's homeroom
3. Date(s) of absence
4. Reason for absence
5. Signature of parent

It is stressed that notes are merely an explanation for an absence or tardiness. The decision as to whether the absence or tardiness is excused or unexcused will be determined by using the state authorized reasons for school absence:



1. Personal illness
2. Family emergency
3. Religious observance
4. School-authorized field trip

Excuses for “personal reasons” are invalid unless qualified in writing or by telephone with the administration.

### **DEFINITIONS: EXCUSED/UNEXCUSED AND CUMULATIVE/NON-CUMULATIVE**

Students are cautioned not to confuse **excused** and **unexcused** with **cumulative** and **noncumulative** absences. The former merely means that the absence has been accounted for and the student will not be considered as truant from the missed class(es). The absence, even if excused, may still be considered a cumulative absence under the terms of the Attendance Regulation and counted toward a possible loss of credit for a course.

### **CLASS ABSENCE EXCUSED BY THE SCHOOL NURSE**

Excused absences from the class may come as a result of a student becoming ill after reporting to school. In this case, the following procedures should be followed:

1. The student obtains the classroom teacher’s permission to go to the nurse. In emergencies, the student should report directly to the health office. If the office is unattended, the student should report to the Principal’s office.
2. If the nurse decides that the student should be excused for the day, the student takes the excuse slip to the attendance office and signs out. Attendance office personnel **MUST** see the nurse’s excuse slip. If the attendance office is closed, the excuse slip is taken to the main office.

### **TARDINESS**

1. Students not in class when the bell rings are considered late.
2. Students who are tardy to school must report to the attendance office to sign in. At this time, attendance office personnel will take the student’s note explaining the reasons for being late and determine whether the lateness is excused. No student will be admitted to class without an admit-to-class slip.

Students are expected to be in school and arrive at class on time. The consequences of lateness to class will be handled by the teacher. After the student is given a warning about lateness, the parent will be contacted by the teacher. If the student continues to be late, a teacher detention will be assigned. Continued lateness will result in an administrative detention.

### **TRUANCY: CLASS CUTS**

Class cuts are considered to be the same as truancy. Both demonstrate a deliberate disregard for our educational program and are considered a serious matter.

Administrative action is as follows:

1. No credit will be recorded for work missed.
2. Missed work will be recorded as a failing grade.
3. A record of the offense will be entered into the student’s personal record file.
4. A parent will be informed of the offense either by a telephone call or letter.
5. Students will be assigned an administrative detention to make up the time missed. Minimal detention time for each class cut will be two (2) hours; second offense four (4) hours.
6. A second cut in any one course will result in a letter being sent to the home, making the student and parent aware of the consequences of a third cut: loss of credit in the course. Additionally, a discussion will be held in person with the student and, either in person or on the telephone, with the parent, advising both of the jeopardy in which the student has placed him/herself, including

the danger of loss of course credit in the event of the ensuing cut. These communications shall be considered as fulfilling the requirements of due process.

7. Students losing credit due to truancy will remain in the course for the rest of the year. If the student is failing the course at the time of the third cut, a grade of WF (withdraw failing) will be recorded. If the student is passing at the time of the withdrawal, a grade of WP (withdraw passing) will be recorded.

### **END-OF-YEAR ATTENDANCE**

State law requires that students be in attendance a minimum of 180 days. Students are cautioned to keep this fact in mind when they are seeking summer employment or making plans to participate in summer programs of any type. Requests for early release will be honored **only** under extraordinary circumstances.

Students attending college orientation programs should select dates which do not conflict with exam week and the closing of school. Students will be asked to submit documented evidence that alternate date(s) are not available and/or that college acceptance depends on attendance at the summer program.

### **EARLY EXCUSE**

In the event that a student is to be excused from school early for a valid reason, the parental note is taken to the attendance office immediately upon reporting to school. The note must have the student's name, date, time leaving, and how the student will be leaving the school. If the student drives to school, the note must also contain permission from the parent/guardian allowing the student to drive. Attendance office personnel will place the student's name on the sign-out sheet for early dismissal. If the attendance office is closed, the excuse slip is taken to the main office for processing. A parent must report to the attendance office at the time the student is to be released.

### **NPHS MEDIA CENTER**

**Hours:** The Media Center is open from 7:40 a.m. to 4:00 p.m. Monday through Thursday and until 3:30 p.m. on Friday. Food and drink are prohibited. Individual students may use the Media Center before and after school and during study periods and lunch as space permits. To use the Media Center during study periods, students must first obtain a pass from one of their academic teachers. Students must report to their assigned study for attendance before coming to the Media Center. Study hall teachers may not give passes to the Media Center.

**Online policy:** The Media Center has an extensive network of computer workstations for academic use. A wide variety of information databases, including access to the Internet are available for students and staff. Use of the Internet requires the prior submission of written authorization from a parent/guardian.

### **REPORTING STOLEN PROPERTY**

Do not bring valuables to school, especially excessive amounts of money. If you do bring a valuable or money to school, **keep it with you at all times**. Do not leave valuables in rooms or in your locker. The Principal's office cannot be responsible for the storage or safekeeping of your valuables, nor can the school be responsible for any lost or stolen items. Responsibility for security of items brought to school rests with the student, not the school, **even after school**.

If you have either personal or school property stolen from you, report it to the office. There is a form to fill out giving the administration the information needed for them to investigate.

### **STUDENT PARKING LOTTERY**

Any senior who turns seventeen by October 31, 2018 is eligible for the initial Parking Lottery. Students must read and complete the Parking Privileges/Application sheet prior to the lottery. Lottery numbers will be chosen randomly and without names being known during the selection. Students must

obtain their driver's license and register their cars in the Principal's Office by October 31, 2018 or will forfeit their initial spot in the lot. After this date, if spots are still available, students may complete an application and the available spots will be assigned on a first come, first serve basis.

Parking spots awarded in the first lottery will give parking privileges to those students until the last day of the second marking period. Following that date, all hang tags must be returned to the Principal's Office. Parking in the senior lot will be on a first come, first served basis during midterms. There will be a second drawing during midterms in order to cover the parking lot for the third and fourth marking periods. Any senior who has obtained their license by the time of the second drawing must follow the above procedures in order to be considered.

The first row of the community pool parking lot is available for seniors who do not have a spot in the senior lot following one of the two parking lotteries."

Any car found parked in the student lot without a permit or in either faculty parking lot will have their parking privileges revoked, receive a 5" x 8" violation sticker on the car window, and/or a Saturday detention. Students may not move their cars into vacant faculty spots to be near the weight room, gyms, or athletic fields at any time. Please do not park in areas where you are not authorized to park.

All cars parking on New Providence High School property must display a hang tag. If you lose this tag, a \$5.00 replacement fee will be assessed.

### LOTTERY GUIDELINES

- September 5, 2018—Parking Lottery Applications will be available in the Principal's Office.
- September 11, 2018—Applications due in the Principal's Office by 3:00 pm.
- September 13, 2018—Lottery winners will be posted. Students may pick up their parking permit and spot number in the Principal's Office at lunch or after school.
- November 2, 2018—Applications for any additional parking spots will be accepted and permits given out on a first-come basis.

### LOCKERS

Students are assigned two lockers during the school year - a gym locker and a regular corridor locker. Locks for gym lockers must be purchased from the school. **No personal locks are permitted.** Locks which are not school-issued will be cut and removed from the lockers.

Students should note that the following notices **have been placed in all lockers.**

**Notice to Students:** This locker is the property of the New Providence High School Board of Education. You may not use this as a depository for any substance or object which is prohibited by law or board policy, or which constitutes a threat to the health, safety, or welfare of any or all of the occupants of this building.

The school administration retains the right to inspect this locker whenever there is reason to believe the locker is not being used properly.

### LOCKER SEARCH

In August 1983, the N.J. Supreme Court said (PG. 17, N.J. v Engerud), "...when a school official has reasonable grounds to believe that a student possesses evidence of illegal activity or activity that would interfere with school discipline and order, the school official has the right to conduct a reasonable search for such evidence."

This notice is placed in this locker to clearly state that the school officials of New Providence High School do regularly inspect lockers in order to ensure compliance with school regulations. While the school provides lockers for student use, it should be recognized that school officials have the right of

access to all lockers for the purpose of random inspections without prior student consultation or permission.

### **LOCKER ASSIGNMENT**

Hall lockers are assigned at the beginning of each year. **Students must use only their officially assigned locker. They may not share.** Any problem with a locker should be reported using the NPHS Hall Locker Repair request form found on the high school website. Please make sure to keep your locker locked at all times.

Failure to abide by these rules will result in an automatic assignment of administrative detention. Fines will be assigned if at the end of the school year the locker has received excessive damage.

### **LUNCH PROGRAM**

A lunch program is available for purchase daily. Students may also bring their lunches from home. However, no student may leave school property during the lunch periods or any other time during the school day unless authorized to do so by the administration.

### **LUNCH PERIOD OPTIONS**

**Library:** Students who wish to use the Media Center during lunch periods must obtain a lunch pass from the teacher monitoring the lunch room.

When leaving cafeteria, go directly to the Media Center. Students should avoid disturbing classes in session as they walk through the halls.

### **PENALTIES FOR FAILURE TO COMPLY**

In all instances students are expected to report directly to the cafeteria for their scheduled lunch periods in order not to interfere with classes in session. The four (4)-minute passing time is sufficient to allow the halls to be cleared prior to the beginning of the next class.

Students habitually late to lunch will be issued an administrative detention. **Any student who is truant from lunch will be assigned a four (4)-hour administrative detention. Any student leaving school grounds in a car will receive a four (4)-hour administrative detention.**

**Inappropriate cafeteria behavior can result in removal from the facility or seating in a specific area. Any student removed from the cafeteria because of inappropriate behavior will be assigned, at minimum, an Administrative Detention.**

### **AUDITORIUM**

No student, or group of students, is permitted to be unsupervised in the auditorium. This applies to the total area - control room, stage, and backstage.

### **RESTROOM USE**

Students using the restrooms should report to the restroom closest to their classroom or designated area. Students are prohibited from loitering in the restrooms and/or going to the restrooms in groups. Any student found to be in violation of the restroom protocols, will be subject to disciplinary consequences.

### **PERSONAL STANDARDS**

**Behavior:** Students are asked to avoid displays of amorous behavior or demonstrations of affection in and around the school. This type of behavior is very personal, is not appropriate in a school setting, and can be a source of embarrassment to others. In some cases, it is extremely discourteous. Furthermore, this kind of behavior does not reflect favorably on our students or our school. Teachers and administrators will ask that you conduct yourself properly in public. Should you choose not to do so, you will be subject to disciplinary action.

**Dress:** NPHS students are expected to dress in a manner that is appropriate for school and in accordance with standards of good taste. Beach and casual attire such as halter tops, strapless tops, spaghetti straps, single straps, backless tops, and midriff-revealing clothing are examples of inappropriate dress for school. Walking shorts are acceptable if they are of approximately knee length. Mini-skirts and sundresses, while fashionable, must not be extreme. State law requires that shoes be worn at all times. These standards are in effect from the first to the last day of school, including exam week. This list of inappropriate clothing may not be all-inclusive. In all instances, the administration reserves the right to determine proper attire. **T-shirts which refer to alcohol or drugs in any manner or which contain inappropriate phrases and/or symbols capable of misinterpretation or multiple interpretations are never permitted to be worn.** A student wearing such a shirt will be asked to leave the school building until he/she is appropriately attired.

### PERSONAL MESSAGES

Students should advise their parents that the school cannot deliver personal messages unless they are of an emergency nature. It is essential that class interruptions be kept to a minimum. **Students will be paged before or after school only.** Interruptions to a class to deliver a personal message and/or forgotten item will not be permitted. If a parent drops off a forgotten item, the school will **not** notify the student. It is the student's responsibility to check the baskets outside of the Guidance Office for these items. NPHS is not responsible for items placed in these baskets. Also, personal messages from people other than parents or other members of the immediate family will not be given.

### DRUGS/ALCOHOL NOTICE

The possession and/or use of drugs, including alcoholic beverages, is strictly forbidden. The Board of Education prohibits the use, possession, or distribution of any drug during school hours, on school property, or at any school-sponsored event. Students breaking this rule will be subject to **severe disciplinary action including suspension** and exclusion from all activities both athletic and non-athletic for a duration to be determined by the administration. **A student suspected of being under the influence of a controlled substance will be excluded from school and all school-sponsored activities pending medical documentation of freedom from any evidence of drug use.**

The high school health program includes anti-drug and anti-alcohol information. Additionally, the Board of Education supports an aggressive anti-substance abuse program which stresses awareness, identification, and help.

### SMOKE-FREE SCHOOL ENVIRONMENT

The Surgeon General of the United States has determined smoking to be detrimental to an individual's health. Therefore, the use of tobacco in any form is prohibited anywhere on school property. Electronic cigarettes are also prohibited. Penalties for violation of this policy are three day out-of-school suspensions for each offense.

### VISITORS

With the exception of presently enrolled students and New Providence School Staff, **all** individuals entering NPHS **must** first report to Reception. Although parents are encouraged to visit the school, arrangements must be made through the student's counselor or the Principal's office. Parents may not visit classrooms for the purpose of delivering forgotten items or personal messages.

**Students from other schools are not permitted to visit when school is in session.** However, if a student of NPHS has a house guest **for an extended period**, a written request signed by the parent may be submitted to the principal or designee for that guest to accompany the student to classes.

This request must be brought in five (5) days before the date of the visitation. The visitor must follow all school rules. The host student will be responsible for the visitor's actions and conduct. In each instance, permission will be granted or denied based on the individual circumstances of the situation and the ability of the class to accommodate the guest.

## WORKING PAPERS

The State of New Jersey requires and issues working papers to students who are between 14 and 18 years of age and who have promise of employment in a particular job.

These papers can be obtained from the state through the Main Office of the high school. Students who require papers should report to the office any day **before or after** school to secure directions and materials.



<https://www.npsd.k12.nj.us/nphs>

## NPBS FREQUENTLY USED NUMBERS

Reception:	(908) 464-4700
Attendance Office:	(908) 464-8731
Guidance Office:	(908) 464-4716

Please call Reception during school hours. Someone will direct your call to the appropriate office and/or teacher/voicemail.