

NEW MILFORD HIGH SCHOOL

2023-2024

STUDENT HANDBOOK

Mr. Louis Manuppelli, Principal
Mr. Gerald Perrone, Vice Principal
Mr. Joseph Ricciardelli, Director of Athletics
Ms. Kelly Peterfriend, Supervisor of Guidance

By electronically signing this page, you have acknowledged you and your parents/guardians understand and comply with all the rules and regulations that govern NMHS.

Parent/Guardian Signature

Student Signature

AFFIRMATIVE ACTION

New Milford Board of Education is an equal opportunity employer. Employment is granted without regard to race, color, creed or national origin. The Affirmative Action Officer for the New Milford Board of Education is Ms. Nicolette Perna, Vice Principal, David E. Owens Middle School (201) 265-8661 (ext. 3000).

The 504 Officer for grades 8-12 is Ms. Kelly Peterfriend, Supervisor of Guidance,
New Milford High School (201) 262-0172 (ext. 2011)

The 504 Officer for grades K-7 is Ms. Patricia Policastro, Elementary School Vice Principal,
(201) 261-0939 (ext. 5000)

**Students and parents/guardians should sign this form, which can be found under the
“Forms” tab in the Genesis Parent Portal.**

NEW MILFORD HIGH SCHOOL
One Snyder Circle
New Milford, NJ 07646
(201) 262-0172
Fax (201) 262-4445

On occasion, we issue press releases or invite news media to promote news and events held at school. Please review the media consent below.

Media Permission

I give permission for my child to appear in any newspaper, television program (news or any type of educational program), or through the Internet (video, blog, article) originating from the New Milford School District. The appearance could include name, photo, video, and/or resemblance. I also grant permission for New Milford High School to publish educational content created by my child (blogs, pictures, videos, etc.). It is understood that New Milford High School is not responsible for inappropriate content posted by my child or another person on any social media site that may be used in school (i.e. Flickr, YouTube, Blogs, etc.).

Student Name (please print): _____

Parent/Guardian's Signature _____

Students and parents/guardians should sign this form, which can be found under the “Forms” tab in the Genesis Parent Portal.

WELCOME

Dear Students and Parents:

It is a pleasure to welcome you to New Milford High School. This handbook/planner is designed to make you aware of the educational opportunities available at New Milford High School and to highlight the school's policies and procedures. We have attempted to answer the most often asked questions. **Please read this handbook very carefully.**

Our varied programs at New Milford High School offer many challenging and rewarding experiences. It is our hope that each of you will work together with the faculty and staff to make these experiences enjoyable and rewarding.

We wish you all the best for the new school year.

Sincerely,

Mr. Louis Manuppelli
Principal

Mr. Gerald Perrone
Vice Principal

NEW MILFORD PUBLIC SCHOOL DISTRICT MISSION STATEMENT

The New Milford Public School District provides relevant, innovative and rigorous educational opportunities to students at all grade levels. The District is resolute in its attention to the development of the whole child by providing a comprehensive range of experiences essential to building capacity for independent and responsible living. The program is designed to prepare all students to meet or exceed NJSLs, to think critically, master the challenges of life-long academic, cultural, social, economic, emotional and professional advancement, as well as constructive participation as citizens in an interdependent global society. The District embraces family and community as active partners in a unified effort to develop students into self-directed, self-confident adults on their journeys to becoming the next generations of entrepreneurs, builders, artists, designers, inventors, scientists, educators, caregivers, protectors, workers and leaders.

BELL SCHEDULE 2023-2024

	R1		ODD	
8:00-8:50	Period 1		8:00-9:27	Period 3
8:54-9:46	Period 2		9:31-11:01	Period 1
9:50-10:40	Period 3		11:04-11:54	Lunch
10:44-11:34	Period 4		11:57-1:24	Period 5
11:35-12:15	Lunch		1:28-2:55	Period 7
12:17-1:07	Period 5			
1:11-2:01	Period 6		EVEN	
2:05-2:55	Period 7		8:00-8:15	Homeroom
			8:15-8:51	Session A
Half Day			8:54-9:30	Session B
8:00-8:31	Period 1		9:34-11:01	Period 2
8:35-9:09	Period 2		11:04-11:54	Lunch
9:13-9:44	Period 3		11:57-1:24	Period 4
9:48-10:19	Period 4		1:28-2:55	Period 6
10:23-10:54	Period 5			
10:58-11:29	Period 6			
11:33-12:04	Period 7			
Delayed Bell				
10:00-10:33	Period 1			
10:37-11:11	Period 2			
11:15-11:48	Period 3			
11:52-12:25	Period 4			
12:26-1:06	Lunch			
1:08-1:41	Period 5			
1:45-2:18	Period 6			
2:22-2:55	Period 7			
<p><i>Announcements will occur during the first minutes of the 2nd block each day. On EVEN days, announcements will occur during Homeroom.</i></p> <p><i>Zero Period begins at 7:10am.</i></p> <p><i>Students arriving after 7:35am will be marked absent for the period.</i></p>				

**Bell schedules will be revised if alternate in-person, remote/hybrid learning schedules are implemented.*

DISTRICT CALENDAR

The district calendar can be found at www.nmps.org. Any revisions to the calendar will be updated upon Board of Education Approval.

POLICIES AND PROCEDURES

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All BOE policies in this handbook are subject to change/revision throughout the course of the school year, including in-person, hybrid, and remote instruction and learning.

ATTENDANCE POLICY AND PROCEDURES

The state has mandated that attendance/absence regulations be instituted in all secondary schools (New Jersey State Statute 18:38-25), and student attendance is addressed in Board of Education Policy #5200. Students must be present a minimum of four (4) hours of instructional time in order to participate in any extra-curricular activity, including practices and rehearsals. Exceptions to this policy, including early dismissals for reasons other than illness, must have the Principal's approval.

1. Board Policy #5200 states: ...**“absenteeism from a class for any reason beyond eighteen (18) classes will result in a ‘no marks - no credit’ status in that subject for the entire school year. Absences count, regardless of the reason, except that consecutive absences covered by a doctor’s note presented upon the student’s return to school will count as a single (1) absence. All opportunity to make up work is lost with absenteeism beyond eighteen (18) classes.”** Additionally, students are allowed nine (9) unexcused absences from semester courses and will lose credit upon the tenth day of absence.
2. **Every three (3) tardies to a class will count as one (1) absence. Tardy halfway through a period will count as an absence. (#5240)**
3. Students should be mindful that unauthorized absences from school (e.g. truancy and/or cuts) not only count in this regulation, but also will be dealt with according to the discipline code.
4. Students are required to make up all work missed during absences from school.
5. For all absences, the parent/guardian should contact the attendance secretary for an explanation of the reason for the absence. A parental note is required upon re-entry. These notes should include the date(s) of the absence and the date of return.
6. Period “zero” begins at 7:10am. Students arriving after 7:35am will be marked absent for the period.
7. Continued absences/excessive tardiness may result in the loss of privileges, including senior privilege, at the discretion of the administration.
8. Vacations should be scheduled to coincide with the school calendar. Vacation during the school year will count as unexcused absences. Work will not be provided in advance of a vacation. There is no replacement for direct instruction.

STUDENT-OWNED TECHNOLOGY

NMHS believes that technology plays an important role in enhancing the learning experience for our students. NMHS uses 1:1 student chromebooks. These school-issued chromebooks are the primary use of technology in the instructional setting. Students should have their chromebook with them in school each day and it should be fully charged before arriving to school. Issued chromebooks and chargers are the responsibility of the student and parent/guardian while in their care and may be held responsible for damaged or lost items. Any chromebook or technology issues should be emailed to support@nmpsd.org. “Mobile Learning Devices” (i.e., cell phones) can be used by students during non-instructional time. The only other time phones may be used is for learning purposes at the discretion of the teacher.

NMHS students and parents/guardians fully acknowledge that use of a personal device on the premises of New Milford High School is subject to all guidelines, rules and regulations governing acceptable use as established by the New Milford Public Schools Board of Education, Policy #2361 and Regulation R2361. It is further understood that use of a personal device is restricted to those activities as required or related to the student's program of study and any use otherwise may be subject to disciplinary action including loss of device use privileges. Students WILL NOT access websites with inappropriate content using a 4G connection. Students and parents understand/agree that New Milford High School is NOT responsible for any damage or theft that may occur to the laptop while on school property.

By logging into the New Milford wireless network, students are accepting the terms of the New Milford Student Responsible Use Guidelines. Once on the New Milford wireless network all users will have filtered Internet access just as they would on a district-owned device.

PROM/AFTER SCHOOL ACTIVITIES

Multiple discipline referrals, suspensions, or attendance violations will deny students the ability to attend the prom, dances, and any after school activity, at the administrators' discretion.

RELIGIOUS HOLIDAYS

The State of New Jersey supplies us with a list of approved religious holidays occurring on school days. **Student absences on these days will be excused if accompanied by a note from parent/guardian.** This list of holidays is available in the attendance office.

TARDINESS TO SCHOOL

The school day begins at 8:00am. If a student is not present in class by 8:00am, they **MUST** report to the attendance office to sign in. Late arrivals are disruptive to the educational process and detrimental to the student's learning. The following procedures will be implemented to ensure students arrive to school on time:

3rd tardy during the school year – warning from Administration

5th tardy during the school year – extended detention

10th tardy during the school year and every 5th tardy thereafter – extended detention

Excessive tardiness may result in a parent conference, notification to the SRO, Saturday detention, or a suspension for *acting in an openly defiant manner* (NJ 18A:37-1, 37-2).

Excessive tardiness may also result in the loss of Senior Privilege and the opportunity to participate in school activities including trips, athletics, clubs, extracurricular, etc.

IDENTIFICATION CARDS

All students are required to present their school-issued photo I.D. upon entrance to the school. Lost or damaged cards **MUST** be replaced. A \$5.00 fee will be assessed for replacement of any lost, damaged or defaced card. In addition, detentions may be assigned. (See "discipline" for related infractions.) **I.D. cards must also be presented when requested by teachers or administrators.**

EMERGENCY PREPAREDNESS

In addition to monthly fire drills, the school will be conducting school security drills as per N.J.S. 18A:41-1.

"NO SCHOOL" ANNOUNCEMENT

Radio stations WOR (710 AM), WINS (1010 AM), WCBS (880 AM), and CABLEVISION CHANNEL 10 are the official stations through which "no school" announcements are made between 6:15 a.m. and 7:30 a.m. If school will not be open, there will be two blasts on the fire whistle sounded at 6:30, 7:00 and 7:30 a.m. Parents should not call the school or police department since this only jams the switchboards during emergency situations. You may call the New Milford Board of Education Office at 262-0172 between 6:30 and 7:30 a.m. to obtain a recorded message. The district utilizes an automated emergency closing phone service for parents. **Families may also be notified via School Messenger.**

INFORMATION UPDATES VIA SOCIAL MEDIA

Twitter: <http://twitter.com/NewMilfordHS>;

Facebook: <http://www.facebook.com/pages/New-MilfordHS>

DELAYED OPENING/EARLY DISMISSAL

If a decision is made to delay the opening of school, the district will activate the automated emergency call service. School will then start at 10:00 a.m. If weather conditions worsen during the early morning, A.M. radio stations WOR, WINS, WCBS and Cablevision will announce that schools are closed for the day. If weather conditions worsen during the school day, school may be dismissed early. **Families may also be notified via School Messenger.**

MEDIA CENTER PROCEDURES

1. Students are welcome to use the media center before and after school, with a pass during the school day, or on their own during a scheduled independent study/senior privilege period. As the media center is a resource center for the whole school, users are expected to be respectful of others, to maintain a positive learning environment and to be careful not to damage any of the furniture or materials.
2. All students are encouraged to get a library card from the New Milford Public Library in order to access their useful online resources and books.
3. Most books circulate for 28 days and periodicals for 14 days. It is the student's responsibility to request renewals before the due date.
4. A student may borrow materials for him/herself only. These must be signed out.
5. Overdue fines will NOT be charged on circulation items. The students will, however, not be allowed to check out more materials until the overdue items have been returned.
6. Information about the media center is available on the district website (www.nmpsdsd.org) under the high school link.
7. The media center computers are for educational purposes only.
8. A scheduled class or program has priority over individual student use of the media center.
9. Failure to comply with the Board of Education's Acceptable Use Policy may result in withdrawal of computer privileges and/or other disciplinary action.
10. All students are responsible for depositing their trash from their table and floor into the trash container at the end of the lunch period.
11. **Failure to comply with media center rules may result in withdrawal of the privilege to use the media center and/or other disciplinary action.**

MEDICAL APPOINTMENTS

Parents/guardians are urged to make medical, dental and other appointments at times outside of school hours. Should a need arise; a note written by the parent/guardian **must be presented to the attendance secretary no later than 8:00 a.m. on the day involved.** The note should state: reason for the request, time the student must leave school and name of the doctor or dentist so that the appointment may be verified.

MEDICATION POLICY

The New Milford Board of education realizes that a pupil's attendance at school may be contingent upon the administration of medication prescribed by a licensed physician. The Board will permit such dispensation of medication in accordance to N.J.S.A 18A:40-4.1. Before any medication may be administered to or by any student during school hours, the Board of Education Policy #5530 requires the written request of the parent and the written order of the prescribing physician. All medication, including over the counter types, must be stored in the nurse's office and used as necessary with supervision by the nurse.

18 YEAR OLDS

A student 18 years of age or older, is recognized as an adult in the State of New Jersey. In New Milford High School, these students may:

1. Request permission to leave early in writing with a verified parent phone call to the attendance office **before 8:00am** It is not to be assumed that permission is automatically granted. Such requests should not exceed one per marking period. Jurisdiction rests with the administration.
2. Review their official school records by following the established procedures.

3. Submit written requests for change of address for correspondence.

A student 18 years of age or older must still obey school rules and regulations. Regardless of age, students will be held accountable for grades, disciplinary sanctions, attendance, and conduct in school.

ACCIDENT REPORTS

If a student is injured anywhere in school, whether in curricular or extracurricular activities, the student must notify the teacher involved and the school nurse as soon as possible so that an accident report can be filed.

INSURANCE

The New Milford Board of Education is not liable, and may not provide insurance coverage for accidental injuries that students sustain during the course of the school day. The Board is not responsible for injuries to pupils while they are traveling to and from school. Students in New Milford High School are eligible for accident insurance by filing an application distributed to them at the beginning of the school year and the payment of a fee. Parents who do not participate in this program should depend on personal insurance policies to pay for medical expenses for injuries in any school activity.

LOCKS & LOCKERS

Security of personal property is the responsibility of each student. **Students must use the locker assigned - sharing lockers is prohibited. No other lock, aside from a school issued lock, may be used without administrative approval.** Lost or stolen locks must be paid for at a cost of \$6.00. Although locks and lockers are provided for each student, they are owned by the New Milford Board of Education and authorized personnel have the legal right to inspect lockers. (BOE Policy #5770). **N.J.S.A. 18A:36-19.2.** The Principal or other officials designated by the local Board of Education may inspect lockers or other storage facilities provided for use by students. We are not responsible for items not locked away in lockers.

TEXTBOOKS/FINES

The Board of Education supplies each student with textbooks paid for with public tax money. Students are held responsible for proper care of their materials. All books and materials must be returned at the end of the school year. Failure to return books or pay fines may result in delays in access to the Genesis Parent Portal. In an attempt to reduce wear and tear, all books should be covered.

OBLIGATIONS

Participation in extracurricular activities/clubs may be delayed if a student has outstanding obligations (e.g., lost or damaged books, library fines, school property damage, not returning uniforms, etc.). Unfulfilled obligations may result in delayed access to the Genesis Parent Portal. If there is an extenuating circumstance (i.e. financial hardship) that does not allow for the fulfillment of an obligation, please contact the main office to discuss how the matter may be resolved.

MONEY & VALUABLES

Students should not bring money or valuables to school. The school is not responsible for lost or stolen items. **Valuable items should not be left in lockers since we cannot assume responsibility for their security. All personal belongings must be locked in each student's own locker – both in the hallway and gym locker.** Please see the administration for assistance on those rare occasions when valuables or a larger amount of money must be brought to school. These items may then be stored in the school safe.

LOST & FOUND

If a student finds a book, article of clothing, jewelry, money, etc., please bring it to the main office. An attempt will be made to locate the rightful owner.

VISITORS TO SCHOOL

1. **Student may not bring a visitor to the school.**
2. **Adult visitors** (e.g. parents, guest speakers, board members, salespersons, vendors, etc.) **will only be admitted with a previously arranged appointment.**
3. All visitors must report to the main entrance window to sign in with office personnel.
4. Unauthorized visitors may be prosecuted if they do not comply with posted signs and Board of Education Policy #9150.
5. Visitors must provide a valid driver's license or acceptable I.D.
6. **Students are not permitted to order or have food delivered to school.**

BUS TRANSPORTATION

Improper behavior, including vulgar and/or abusive language, will not be tolerated. Failure to abide by the rules and regulations may result in suspension of bus privileges and other disciplinary action. This applies to all buses transporting NMHS. students. All students and staff are required to use seatbelts and practice social distancing (as applicable) throughout the duration of the trip.

PARKING

Properly licensed students may use their cars for transportation to and from school, but must park off school grounds. The school is in no way responsible for damage to student automobiles, regardless of where parked. If your car is damaged, New Milford police should be contacted. At no time are students to park in the faculty parking lots or in the "CVS" parking lot. Cars parked in the "CVS" parking areas are subject to towing at students' expense. Students violating any of the above are subject to penalty as stated in the discipline code.

DRESS CODE

It is generally accepted that the dress code of students contributes toward positive behavior and attitude. The school has an obligation to encourage the proper standards of dress among students. Student dress and grooming shall reflect appropriateness, cleanliness and safety within the classroom and at school activities. The interpretation of this lies with the administration. **Hoods will not be worn in the school. Halter tops, sheer outer clothing covering only undergarments, bare midriffs, cut-off sleeves, and oversized, revealing tank tops are considered inappropriate dress. (Specifically, under garments may not be visible.) Clothing and/or accessories that may be construed as gang-related are prohibited, as well as, chains attached to wallets or other garments.** Safe and appropriate footwear must be worn at all times. Shorts and skirts of appropriate length are permitted. Anti-religious, anti-racial, or obscene references are prohibited. Clothing with alcohol, drugs, or other inappropriate messages or advertisements is prohibited. The school reserves the right to make the decision as to whether student attire is appropriate.

UNIT LUNCH PROCEDURES & RULES

Procedures and rules have been established to allow all students to eat their lunch in a safe and orderly environment.

1. Failure to pay for food items will be considered grounds for discipline, including suspension, and notification to the SRO.
2. Talking should be conducted at a normal conversational level. Loud talking, yelling or shouting is not acceptable.
3. Throwing of food, containers, or objects of any kind will be considered a serious disciplinary matter and may result in suspension.
4. All students are responsible for depositing their trash from their table, floor, or area into the trash container at the end of the lunch period.
5. Students are permitted to use the patio outside the cafeteria and the courtyard area as long as supervision is available and students remain in the line of sight (weather and availability permitting).
6. Vending machines are the property of Pomptonian food service. Please see the cafeteria staff for issues or concerns regarding machines.

7. Portable speakers (i.e., Bluetooth) should not be used during unit lunch or at any time during the school day without administration approval. Failure to comply may result in disciplinary action.

FRESH START

During Fresh Start sessions, students are encouraged to organize activities and should do so through the building administration or designee. Students are also encouraged to seek extra help opportunities with teachers during this period. **NO students are permitted to leave the building during Fresh Start without administrative permission.** All students are required to report to sessions. Failure to comply may result in disciplinary action. Students must sign up for sessions or will be assigned a location to report. **ALL** students must attend homeroom prior to the start of Fresh Start. Failure to comply may result in disciplinary action.

SENIOR LOUNGE

The senior lounge is located near the cafeteria and is restricted to SENIOR USE during instructional periods. The use of the senior lounge is a *privilege*.

Guidelines include:

1. The Senior Lounge will be open during instructional periods for students assigned a senior privilege period.
2. Seniors must keep the room in a clean and orderly fashion (clean up debris, no graffiti, etc.).
3. They should do nothing to disturb nearby classes.
4. Any activity that could be construed to include gambling is expressly forbidden on school property.
5. Physically active games such as ball playing are not permitted.
6. Administration reserves the right to close the senior lounge if the above rules are not abided by.
7. The lounge is open to all students during unit lunch and Fresh Start sessions.

GRIEVANCE PROCEDURE

Students have the right to discuss a grievance they might have concerning general rules and regulations established by the school, administration and/or teachers. Grievances **must follow the chain of command**:

Classroom teacher
Department Liaison/Athletic Director
Guidance, if applicable
Vice Principal
Principal
Superintendent of Schools
Board of Education

WORKING PAPERS

State law requires that every individual under the age of eighteen, who desires to work, must obtain working papers. They may be obtained on the NJ State website at **MyWorkingPapers.nj.gov**. **The Principal is the issuing officer and is given the authority to revoke working papers at any time should he/she feel employment interferes with good scholastic work.**

SUBSTANCE ABUSE & TESTING

A pupil who uses, possesses, or distributes a substance, on or off school premises, will be subject to discipline. The Superintendent and/or designee will notify the appropriate law enforcement agency pursuant to **N.J.A.C. 6A:16-6.3(a)**. Discipline may include suspension or expulsion. All students enrolled in the New Milford Public Schools are **FORBIDDEN** to sell, use, or transfer any drugs or alcohol at any time while attending school, at a school function including field trips or on school property. When there is reason to suspect that a student is selling, transferring, possessing, or under the influence of drugs or alcohol, that student will be subject to the following:

- (1) The administration shall notify the parent or guardian, and the superintendent of schools, and shall arrange for an **immediate examination** of the pupil by a doctor selected by the school or parent/guardian. The pupil

shall be examined as soon as possible for the purpose of diagnosing whether or not he/she is under such influence. (18A:40A-12)

- (2) If a doctor is not immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination accompanied by a member of the school staff and a parent or guardian of the pupil *if available* within 24 hours of the referral. N.J.A.C. 6A:16-4. (A) (6)
- (3) If it is determined that the pupil is under the influence of a substance, the pupil shall not return to school until the Principal receives a written report certifying that the pupil is physically and mentally able to return.
 - a. The pupil shall be interviewed by the Student Assistance Counselor to determine the extent of the pupil's drug involvement and possible need for treatment.
 - b. If it is determined that the pupil's involvement with these substances represents a danger to the pupil's health and well-being, the administration shall refer the pupil to an appropriate treatment program.
 - c. The Administration will assign the appropriate penalties as per Board of Education regulation #5530.

HARASSMENT, INTIMIDATION & BULLYING

As set forth in various Board of Education Policies and Regulations, and the State of New Jersey Anti-Bullying Bill of Rights, all forms of harassment, intimidation and bullying will not be tolerated (**N.J.S.A.-18A:37-15.**). This policy will include consequences for acts of harassment, intimidation or bullying (HIB) that occur both on and off school grounds and include such acts as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully). This policy complies with the provisions of **N.J.A.C. 6A:16-7.6**, Conduct Away from School Grounds, and the district's code of pupil conduct, pursuant to N.J.A.C. **6A:16-7.1**. **Professional staff members will be trained to identify and recognize harassment of all types (including: race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status).** Disciplinary measures and appropriate counseling interventions will be imposed whenever cases of HIB are reported. Visit the New Milford School District's Harassment, Intimidation and Bullying web page for further assistance regarding the district's policy and procedures or contact New Milford School District's Harassment, Intimidation and Bullying Specialist. The HIB parent reporting forms are also available on the District website at www.nmpsd.org.

INTEGRATED PEST MANAGEMENT (IPM)

The New Jersey School Integrated Pest Management Act of 2002 requires school districts to implement a school integrated pest management policy that includes an IPM Plan. Refer to Board of Education Policy #7422 for more information.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

The Asbestos Hazard Emergency Response Act (AHERA) requires schools to "ensure that workers and building occupants, or their legal guardians, are informed at least once each school year about inspections, response actions, and post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress (763.84(c)). Such notification must be done in writing and a copy placed in the management plan. Suggested notification methods may be through the publication of an article in a school district newsletter or through a separate written notice distributed to staff and sent home to a student's parent or legal guardian. AHERA Management is available for review in the District office. Please call ahead to view during normal operational hours, 8:00am to 4:00pm Monday through Friday with the exception of holidays.

DISCIPLINE

DISCIPLINARY PROCEDURES

- 1) **Detention** - A.M. or P.M. detentions may be assigned for minor infractions. Missing an assigned detention would result in penalties accorded any act of defiance and/or insubordination.
- 2) **Lunch Detention** – May be assigned at the discretion of the administration.
- 3) **Extended Detention** – “Extended Detention” may be assigned as a consequence for various infractions. “Extended Detention” is a 60-, 90- or 120-minute session of supervised study to be held immediately after school. Assigned students are required to be on time (**no one will be admitted late**) and to be prepared to work on previously assigned schoolwork. A teacher is present at all times. NO speakers, headphones, iPods, games, cell phones, food, beverages, etc. are permitted. Lavatory privileges are at the discretion of the detention teacher. **Any student who is disruptive will be removed from Extended Detention and may be suspended from school. Failure to attend Extended Detention may also result in suspension.**
- 4) **Saturday Detention** – This 4-hour detention may be assigned as a consequence for severe or repeat infractions in which extended detentions have not worked to deter negative behaviors or as an alternative to suspension. Being tardy or failing to attend Saturday detention may result in suspension.
- 5) **In-School Suspension** - This action involves a suspension for a short duration of time, usually one day. Parents/guardians are notified by the administration. Work will be assigned by both the administration and the student’s teachers. **All suspensions will require a parent/guardian conference prior to re-admittance.**
- 6) **Out-of-School Suspension** – As a consequence for more serious infractions, this action involves a suspension during which the student does not report to school. Upon return, students have the responsibility to make up all work missed. **All suspensions will require a parent/guardian conference prior to re-admittance.**
- 7) **Expulsion** - An expulsion hearing may be conducted for students in very serious circumstances as outlined in state laws and board policies.

**Multiple discipline referrals and/or suspensions may deny a student the ability to attend dances, school trips or participation in any school activity, athletics and clubs, at the discretion of the administration.*

PLEASE NOTE:

1. **Students who miss any of their assignments due to cutting, truancy, and/or lateness forfeit the option of making up any work they missed, including announced or unannounced exams, tests or quizzes on the day involved.**
2. Responsibility for disproving accusations of misbehavior or cutting rests with the student.
3. Any student withdrawn from a course required for graduation must take it as a “new” course during the summer session (repeating the course during the regular year may be an option).
4. Students who continue to commit infractions beyond the prescribed steps in the code will receive more stringent disciplinary actions – an **expulsion** may be considered. Students with repeated disciplinary referrals from the same class may be temporarily or permanently excluded from class, as determined by the administration.
5. Students who do not fulfill obligations for Extended Detention may be suspended as determined by the administration.
6. An established due process procedure permits a student and/or parent to appeal to the next highest authority:
 - a. if the student feels the offense does not warrant the punishment
 - b. if the duration of the suspension seems excessive
 - c. if there are extenuating circumstances to be taken into consideration

[The "chain of command" for an appeal must be followed: Teacher, Vice Principal, Principal, Superintendent of Schools, Board of Education.]

CLASS CUTS

These include assemblies, Fresh Start sessions, homeroom and ANY other school activity scheduled during the school day.

<u>CUT</u>	<u>PENALTY</u>
1	Extended Detention(s)/Written parental contact
2	In-school Suspension/Written parental contact Required parent conference with guidance/administration
3	Suspension(s) - all subsequent cuts: multiple suspensions Required parent conference

***3rd Cut in any one class will result in withdrawal from that course and a grade of WF (as per Board of Education Regulation 5600).**

CELL PHONES/DEVICES

The New Milford School District encourages the use of 21st century technology to support instruction and learning. NMHS provides a chromebook to students for academic use in the classroom and at home in order to support this initiative.

Using personal and school issued digital devices, including cell phones and chromebooks, is subject to all guidelines, rules, and regulations governing acceptable use, as established by Board Policy #2361. **Students are permitted to utilize personal digital devices (i.e., cell phones) during non-instructional time only.** To minimize distractions and disruptions in the classroom, **cell phones are not permitted to be used in the classroom without the direct and explicit instruction of the teacher.** Cell phones should be silenced and placed away upon entering the classroom.

Students not adhering to these expectations may be subject to disciplinary action which may include, but not limited to: teacher warning to put phone away, removal of phone by teacher for the class period, parental notification, administration removing phone, extended detention, loss of senior privilege, Saturday detention, and suspension. Continued violations may result in loss of device use privileges.

If parents need to contact their child during instructional time, please contact the main office to facilitate contact with the student in order to limit disruption of instruction.

WEAPONS

Students are prohibited by State law and New Milford school policy from bringing any weapons into the school building. Weapons may include guns, knives, incendiary devices, such as fireworks, sparklers, firecrackers and other related products capable of inflicting bodily harm. Any student carrying or using a weapon will be immediately suspended from school. When there is probable cause to believe that an offense has been committed, the police will send an officer to the school to take custody of the weapon. It is understood and agreed that the New Milford Police department will make an arrest of any student believed to be in the unlawful possession of a firearm or other dangerous weapon. A formal complaint will be filed against a student in possession of a dangerous weapon and a recommendation for **expulsion** will be sent to the Superintendent.

FIREWORKS

Students are not permitted to possess or ignite fireworks anywhere on school grounds. Possession of fireworks is illegal and will incur police involvement and immediate disciplinary action.

ASSAULT BY STUDENTS

Any student who commits an assault (NJAC 18A:37-2.12), with or without a weapon, upon a teacher, administrator, Board of Education member, or any other employee of the Board of Education acting in the performance of their duties and in a situation where their authority to act is apparent, shall be immediately suspended from school consistent with procedural due process pending expulsion hearings before the Board of Education.

SEXUAL HARASSMENT

Sexual harassment between students can be any unwanted and uninvited behavior, words, gestures, threats, or physical contact on a gender or sexual basis that results in physical harm or causes a person to feel uncomfortable, unsafe, or threatened. Such actions include, but are not limited to: touching or grabbing; being the target of sexual rumors; sexual comments about one's body; comments about one's gender; conversations that are too personal; sexual pictures, photos, or drawings; "mooning" or "flashing"; verbal disrespect; dirty jokes; and obscene language. When the Administration learns of such action they will initiate disciplinary action including parent conference, detention, suspension, and possible expulsion.

DEFIANCE OF AUTHORITY

We adhere to the following New Jersey State Statutes. Please review carefully:

- 18A:37-1 Submission of Pupils to Authority
"Pupils in the public schools shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study and submit to the authority of the teachers and others in authority over them."
- 18A:37-2 Causes for Suspension or Expulsion of Pupils
"Any pupil who is guilty of continued and willful disobedience or of open defiance of the authority of any teacher or person having authority over him or of the habitual use of profanity or obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school."
- 18A:37-3 Liability of Parents or Pupils for Damage to Property
"The parents or guardian of any pupil who shall injure any school property shall be liable for damages for the amount of the injury to be collected by the Board of Education of the district and any court of competent jurisdiction, together with costs of suit."

USE OF TOBACCO PRODUCTS ON SCHOOL PROPERTY

(Board of Education Policy #5530/#5533)

Includes the use of electronic smoking devices (i.e., vapes)

First Offense: One day in-school-suspension (with referral to Municipal Court for a possible fine).

Second Offense: Two day out-of-school-suspension (with referral to Municipal Court for a possible fine).

Additional Offenses: Multiple day out-of-school suspension (with referral to Municipal Court for a possible fine)

In instances of the above, students may be required to participate in education programs in/out of school.

POSSESSION OF TOBACCO PRODUCTS ON SCHOOL PROPERTY

(Board of Education Policy #5530/#5533)

Includes the possession of electronic smoking devices (i.e., vapes)

First Offense: Minimum of three (3) after school detentions.

Second Offense: Minimum of a one day in-school suspension

Additional Infractions: May result in multiple days of suspension.

SUBSTANCE ABUSE POLICY VIOLATIONS

Any violation of Board Policy/Regulation #5530 prohibiting the use, possession, and/or distribution of a substance is a serious offense, and the student who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Students who violate the substance abuse rules will be disciplined as follows:

First offense: Immediate parent/guardian conference

- Mandatory counseling
- Interviewed by the Student Assistance Coordinator
- Extra-curricular ineligibility for a minimum of (15) days of scheduled activities.
- Mandatory three (3) day out of school suspension
- Loss of senior privilege of leaving the building
- Police notification

Second Offense: Immediate parent/guardian conference

- Mandatory counseling
- Interviewed by the Student Assistance Coordinator
- Extra-curricular ineligibility for a minimum of thirty (30) days of scheduled activities
- Mandatory four (4) day out of school suspension and two (2) day in-school suspension
- Loss of senior privilege of leaving the building and possible loss of other privileges
- Police Notification
- Re-entry meeting to include I&RS or CST review

Third Offense: Immediate parent/guardian conference

- Mandatory counseling
- Interviewed by the Student Assistance Coordinator
- Extra-curricular ineligibility for a minimum of one (1) calendar year of scheduled activities
- Mandatory ten (10) day out of school suspension
- Loss of senior privilege of leaving the building and possible loss of other privileges
- Police Notification
- Review of I&RS or CST plan
- Re-entry meeting with Superintendent and/or Special Services administration
- Possible alternate placement

Additional Offenses: All subsequent offenses may include any of the above mentioned procedures, including suspension, possible alternative school placement, and/or expulsion.

PROHIBITED ITEMS

As per Board of Education Policy #5516, students are prohibited from using cell phones, unless granted permission at the discretion of administration or a teacher. Students are also prohibited from utilizing portable speakers, rollerblades, scooters, skateboards and hoverboards in the school building. Students guilty of use or having any of these items out or on will have the item taken away, as per disciplinary code. In addition, disciplinary action may be taken.

OFF-CAMPUS CONDUCT

Inappropriate conduct away from our campus, even when school is not in session, is of great concern. Such actions include, but are not limited to, possession of a weapon, verbal or physical assault, or defiance of another school's staff member's authority. **When the administration learns of such actions occurring off-campus, they can initiate disciplinary action including suspension(s)/expulsion(s) as if the action had taken place on our school's grounds.**

LOITERING

Students are prohibited from loitering both inside and outside the building during non-school hours. Any student guilty of loitering will be subject to detention and possible suspension for repeat offenses. Students are prohibited from re-entering the building after school hours except when participating in a supervised, school-related activity.

ACADEMIC MISCONDUCT

The New Milford School District will not condone any form of academic dishonesty or misconduct, including cheating, intentional or unintentional. Students are responsible for their own authentic work, and may not participate in plagiarism, fabrication, deception, cheating, sabotage, impersonation or any other attempt to misrepresent their own academic achievement or intellectual property. Academic dishonesty in ANY form is considered a serious offense. NMHS administration will address academic dishonesty the way we discipline any other flagrant violation of school rules or district policy, which may include suspension and a meeting with district administration. Parents/guardians will be contacted. As an academic institution, meeting the learning objectives is a primary focus. Students will be required to complete work, *honestly*, under the supervision of a faculty member or assigned school official. Full credit may not be awarded.

In addition, the following offenses may result in detentions and/or suspensions. These include, but are not limited to:

- Failure to check into homeroom or attendance office when required
- Use of profanity or obscene language/gestures
- Endangering the safety of self or others
- Vandalism/causing damage to school property, including I.D. card (suspension plus financial liability)
- Failure to properly display I.D. card
- Failure to follow school rules and regulations
- Failure to comply with the Board of Education Acceptable Computer Use Policy
- Sexual harassment
- Harassment, Intimidation, Bullying
- Theft
- Gambling (including possession of gambling implements such as dice or cards)
- Card playing during school is prohibited
- Possession of tobacco-related materials
- Possession of vapes, electronic cigarettes and similar type of objects
- Failure to comply with the dress code
- Inappropriate use/mistreatment of school materials and building facility

OTHER VIOLATIONS

CONSEQUENCE

Open Defiance and/or Insubordination

Suspension(s) as per New Jersey Title 18A

Fighting

1 Five day out-of-school suspension
(a formal police complaint may also be signed)

Dress Code

1 Student sent home for a clothing change or parent required to report to school with new clothing
2 Extended detention issued
3 In-school suspension issued

Out of Building without Permission

1 One day In-school Suspension
2 Up to a three-day Suspension
3 Three day Out-of-School Suspension

Truancy

1 Three Extended Detentions
(Required parent conference before student re-admitted)

	2	One day In-School-Suspension (<u>Required parent conference</u> before student re-admitted)
	3	Multiple suspensions with possible referral to Superintendent and “municipal court”
Lateness to Assignments	1	Verbal warning by teacher
	2	One 1/2-hour detention assigned with teacher
	3	Referred to administration for P.M. Detention and/or Extended Detention
	4	Extended Detentions or Suspension

ACADEMICS

COURSE REQUIREMENTS

Course requirement sheets are published for all courses in the curriculum. These set: objectives, skills, work to be covered, and evaluative criteria. Students receive these sheets during the first week of school from classroom teachers.

GRADING SYSTEM

The following grading and grade point system will be instituted for all New Milford High School students. This weighting scale corresponds to course rigor and will be used to calculate GPA's.

Grade	AP	Honors	College Prep	Numerical Grade
A+	5.0	4.5	4.0	97 – 100
A	4.77	4.27	3.77	93 - 96
A-	4.55	4.05	3.55	90 - 92
B+	4.33	3.83	3.33	87 - 89
B	4.0	3.5	3.0	83 - 86
B-	3.67	3.17	2.67	80 - 82
C+	3.33	2.83	2.33	77 - 79
C	3.0	2.5	2.0	73 - 76
C-	2.67	2.17	1.67	70 - 72
D	2.0	1.50	1.0	65 - 69
F	0	0	0	< - 64

CLASS RANK

Student status will be determined by placement in a tiered system. For post-secondary institutions specifically seeking the rank of an applicant or as a qualifier for a merit scholarship based on class standing, NMHS will calculate the rank of an individual student upon documented request by the scholarship provider or institute of higher learning. GPA's are calculated at the end of the 6th and 7th high school semesters using NMHS's Grading System. Class standing at the end of the 7th semester of senior year is used to determine Valedictorian and Salutatorian. However, if there is no clear distinction between student's grade point averages to determine Valedictorian and Salutatorian, the building administration reserves the right to re-evaluate student's grade point averages at a later date.

REPORT CARDS & PROGRESS REPORTS

Report cards are posted online quarterly through the Genesis Parent Portal. Progress reports are also posted online mid-way through each marking period. Academic progress can be accessed anytime during the school year using the Genesis Parent Portal.

PRINCIPAL'S HONOR ROLL

The honors system at the high school is one which rewards academic excellence and achievement. All subjects are included in the computation of the honor roll. The following are the scholastic criteria:

- A. FIRST HONORS - A+ or A in all scheduled courses.
- B. SECOND HONORS - B+ or better in all scheduled courses.
- C. THIRD HONORS - B- or better in all scheduled courses.

Students with "incompletes" or "withdrawals" are ineligible for the honor roll in the marking period such conditions existed. The student must carry the required subject load based on the scholastic program being pursued. Determination of the students selected for the honor roll will be based on grades given at the conclusion of the marking period.

GRADUATION REQUIREMENTS

All students must fulfill the following curriculum requirements:

- English, 20 credits.
- Mathematics, 15 credits (required sequence: Algebra 1, Geometry, Algebra 2 or equivalent).
- Social Studies, 15 credits.
- Science, 15 credits (required sequence: Biology, Chemistry, Physics).
- Physical Education/Health/Driver's Education, 20 credits.
- World Languages, 5 credits.
- Visual & Performing Arts, 5 credits
- 21st Century Life and Careers, 5 credits.
- Personal Financial Literacy, 2.5 credits.

Students and parents/guardians may contact a Guidance Counselor with any questions. More information can also be found in the NMHS Program of Studies at <https://www.newmilfordschools.org/Page/2420>.

Students in grades 9-12 are enrolled in seven (7) or more classes each year. Students may not take fewer than six (6) classes per year. The minimum number of credits to be earned for placement in the succeeding grade:

- . To enter 10th grade: 35 (including English 9)
- . To enter 11th grade: 70 (including English 10)
- . To enter 12th grade: 105 (including English 11)

If a class required for graduation is failed, it must be made up.

In addition, students **must** meet the following criteria:

1. Earn a minimum of 130 credits.
2. Meet attendance requirements, as stated above.
3. Earn a qualifying score on a state mandated assessment (NJGPA) in both ELA and Mathematics or meet a qualifying score on another standardized assessment (PSAT, SAT, ACT) as determined by the NJ State Department of Education.

ATHLETIC ELIGIBILITY

As per the NJSIAA, students must meet certain criteria in order to participate.
Below are the credits students must earn for participation.

<u>Grade</u>	<u>First Semester</u>	<u>Second Semester</u>
Grade 9	No Credit Requirement	15 (predicted)
Grade 10	30 (previous year)	15 (predicted)
Grade 11	30 (previous year)	15 (predicted)
Grade 12	30 (previous year)	15 (predicted)

ATHLETIC ELIGIBILITY: At the Principal's discretion, a pupil who fails to observe school rules for pupil conduct may forfeit his/her eligibility for participation in athletic competition. **Students must be present a minimum of four (4) hours of instructional time in order to participate in any extra-curricular activity, including practices and rehearsals.**

NOTE: Any student assigned a suspension may NOT participate in any school activities for the duration of the suspension.

HONOR SOCIETIES

Cleora H. Stever National Honor Society - Sponsored by National Association of Secondary School Principals and named after a former teacher and guidance counselor.

World Language Honor Societies - Sponsored by each National Language Association for those demonstrating high achievement in Spanish, French and Mandarin Chinese.

Tri M Music Honor Society
Art Honor Society
International Thespian Society

Membership in any of the honor societies is based upon a certain GPA and eligibility criteria. For specific details, please see your Guidance Counselor or the Honor Society advisor.

NATIONAL HONOR SOCIETY MEMBERSHIP CRITERIA

(Classes of 2024, 2025 & 2026)

To be eligible to apply for membership, students must meet the following criteria:

- Cumulative grade point average of 3.6 as of the end of 10th grade.
- Accumulation of at least five activity points through non-credited, school activities (e.g., clubs, sports). Full year participation is equal to one point.
- Adherence to the NMHS attendance policy which states: No more than 18 absences (excused or unexcused) the year prior to induction.
- Typed Statement of Intent (350-500 words).

The Faculty Committee and/or Principal reserve the right to deny admission to students with excessive lateness to school. A discipline record check of all eligible nominees will also be conducted.

(Beginning with the Class of 2027)

To be eligible to apply for membership, students must meet the following criteria:

- a) Cumulative grade point average of 3.7 as of the end of 10th grade.
- b) Accumulation of at least five activity points through non-credited, school activities (e.g., clubs, sports). Full year participation is equal to one point.
- c) Verified community service hours--30 total hours if applying in 11th grade. 45 total hours if applying in 12th grade.
- d) Adherence to the NMHS attendance policy which states: No more than 18 absences (excused or unexcused) the year prior to induction.

The Faculty Committee and/or Principal reserve the right to deny admission to students with excessive lateness to school. A discipline record check of all eligible nominees will also be conducted.

ACADEMIES @ NEW MILFORD HIGH SCHOOL

The Academy of Arts and Letters, the STEM (Science, Technology, Engineering and Mathematics) Academy, and the Academy for Global Leadership offer concentrated studies in student-driven, passion-led, college and career explorations. The Academies @ NMHS cultivate emerging professionals who exhibit the knowledge, skill, character and work ethic necessary for success in the global marketplace. Upon successful completion of 12 Academy credits over a 3+ year period, students receive special Academy designation on their high school transcripts and diplomas.

ADVANCED PLACEMENT COURSES

The Advanced Placement program offers students an opportunity to pursue advanced courses that are eligible for college credit. Participating colleges/universities grant credit hours and/or advanced college placement to students who obtain high scores on the AP examinations. Advanced Placement courses are intended for students who demonstrate the aptitude, skills, interest and superior achievement within a given subject/discipline. Students taking AP courses are expected to prepare for success on the corresponding AP exams administered by The College Board. Students will be reimbursed for the cost of the exams on a scholarship basis, for scores of 3 or better.

If students are planning to register for one or more AP courses, the following should be kept in mind: AP courses are equivalent to college courses; they are extremely rigorous. All students are expected to take the AP examination in May. Due to the rigor of the AP level work, students will be challenged to achieve A's in coursework if they are coming from honors or CP level courses.

EXTRA HELP (E.H.)

May be assigned by a teacher if failing a subject or if assistance is required, as per teacher recommendation. Failure to attend E.H. can result in a conference with administration and/or parent/guardian notification. Please note, in order to meet academic requirements, continued absences from requested extra help sessions may result in loss of privileges, which may include Fresh Start activities, extra-curricular participation, athletic eligibility, and senior privileges.

INTERVENTION & REFERRAL SERVICES

Students who are experiencing academic, emotional, and/or social difficulties are referred to the Intervention and Referral Services Committee (I&RS) by a professional staff member. Following a completed review of the student's profile, accommodations and/or strategies may be incorporated. In addition, the student may be referred to the Child Study Team for evaluation.

SPECIAL EDUCATION AND RELATED SERVICES

A full continuum of alternative placements shall be available to meet the needs of students with disabilities ages three through 21 for special education and related services. Educational program options shall include the following:

1. Resource programs shall offer individual and small group instruction to the students with disabilities. Resource programs may be provided in a regular class or in a "pull-out" resource program. When a resource program is provided, it shall be specified in the student's Individualized Education Program (IEP). In a replacement resource program, the regular education curriculum and the instructional strategies may be modified based on the student's IEP. The resource program teacher shall have primary instructional responsibility for the student in the replacement resource program. In an in-class replacement resource program, only a single content area shall be taught to the group. A student receiving an in-class replacement program shall be included in activities such as group discussion, special projects, field trips and other regular class activities as deemed appropriate in the student's IEP.
2. A self-contained class in the New Milford Public School District with opportunities for mainstreaming, as deemed appropriate in the student's IEP.
3. A special education program in another local school district.
4. A special education program in a vocational and technical school.
5. A special education program in the following settings:
 - a. A county special services school district;
 - b. An educational services commission; and
 - c. A jointure commission
6. A private school for the disabled approved by the New Jersey Department of Education.

CHILD STUDY TEAM

The Child Study Team is a branch of the educational system that exists to help students with special educational needs. The Child Study Team consists of a learning consultant, a psychologist, and a social worker. Their purpose is to work with students through interview, teacher/parent consultation, assessment and observation to determine whether a child is eligible for special education and related services. The Child Study Team works closely with the administration and staff to ensure the academic, social and emotional success of the students in our district.

CarePlus NJ

The New Milford School District believes in providing our student community with overall wellness and mental health support. We have partnered with CarePlus NJ to create a school based program that is reflective of our school's needs. Our CarePlus NJ school base team is making a positive impact in classrooms, schools, and our community. CarePlus NJ's school based team aims to assist our school in overcoming some of the biggest challenges surrounding mental, social and emotional health of students. The team offers support to our schools by providing a wide-range of onsite services including counseling, care coordination, school clearance assessments, and access to CarePlus' full continuum of integrated care and social support services. We aim for the CarePlus school based team not to be just in our community but rather a part of the community.

GUIDANCE DEPARTMENT

STUDENT ASSISTANCE COORDINATOR

A district certified Student Assistance Coordinator (SAC) is available through the New Milford School District to assist students who may be experimenting with substances, are determined to be at-risk students, or students experiencing social and/or emotional problems that hinder their ability to strive academically in school or who are threatening the well-being of students, their families and community as a whole. The creation of the Student Assistance Coordinator (SAC) position has been an effective strategy to identify, address, and monitor individual students as well as coordinate and oversee district prevention/intervention efforts. All contacts are kept confidential.

For further assistance, students may contact the SAC by placing a note in the mailbox located in the main office or by calling directly at 201-262-0172 Ext. 2013.

STANDARDIZED TESTING

New Jersey Student Learning Assessment (NJSLA): All 9th grade students will be assessed in Algebra 1, Geometry, ELA and Science. Students in Grade 11 are required to participate in the NJLSA-Science assessment.

New Jersey Graduation Assessment (NJGPA): All 11th grade students will be assessed in ELA and Math and are required to meet the state determined cut score in order to graduate.

PSAT/SAT/ACT The Preliminary Scholastic Aptitude Test (PSAT), the Scholastic Aptitude Test (SAT), and ACT are taken by students in grades 10, 11, and 12 on a voluntary basis. They are intended for those who wish to pursue entrance to college. These contain assessments in Critical Reading, Mathematics, Writing, and Science. Scores from the PSAT, SAT and ACT may also be used as a second pathway for graduation if students are not successful on the NJGPA.

DROPPING & CHANGING COURSES

Each student meets with their counselor to review course offerings for the following year. During the first week of the school year and the 2nd semester, all requests for schedule changes can be made. Schedule changes will be discussed at a required conference and will be considered **only** for the following reasons:

1. Recommendation by a teacher and/or Child Study Team member in consultation with the guidance counselor that a change in ability grouping would be beneficial to the student.
2. In the judgment of the counselor the selection of the course is inappropriate due to final grades, lack of prerequisites, or changes resulting from summer school attendance.

COURSE LEVELS & PLACEMENT

There are three levels of courses at New Milford High School; College Prep, Honors and Advanced Placement. Teachers recommend courses and course levels for students currently enrolled in their courses for the following school year at the end of the first semester. Students who request to advance a level have the right to waive into the higher course level even if they were not recommended. However, in order to waive into a higher level course without a teacher recommendation, the student's parent/guardian must schedule a conference with the student's guidance counselor in order to discuss the implications of waiving into advanced courses before approval is granted.

TRANSFERS/WITHDRAWALS

A student desiring to leave school must obtain a withdrawal form from the Guidance Office. The administrators, guidance counselors, teachers, librarian, nurse, etc. must sign this form. All books must be returned and outstanding obligations must be satisfied before the release of school records.

INDEPENDENT STUDY

As per Board of Education Policy #2320, students wishing to advance in a program of study offered in the high school may be approved for an independent study. An application can be submitted through www.nmps.d.org. The terms of the application must be negotiated with a faculty advisor, and all completed forms must be submitted to the BOE for approval. Credit will only be granted upon successful completion.

OPTION 2: Alternative Forms of Credit

NMHS provides a superior education by utilizing multiple and diverse paths to success for all children. Students are encouraged to explore educational experiences that are meaningful and relevant, and that provide opportunities to explore and achieve at high levels. N.J.A.C.6A:8-5.1(a)1ii, commonly known as "Option Two," permits district boards of education to establish curricular activities or programs aimed at achieving the New Jersey Student

Learning Standards for promotion and graduation purposes.

Option 2 serves as an alternative to traditional high school courses. Option 2 programs will allow students to obtain credit for learning experiences outside of the traditional classroom environment. These experiences provide real-world connections not available in the school setting. This regulation requires a set of policies and procedures that permit a student or group of students to meet or exceed the core standards in any subject area through alternative activities. Option 2 cannot be used to replace courses offered at NMHS, but rather to enhance the existing curriculum.

There is also an approved substitution for Physical Education class set by the New Milford Board of Education (Policy #2425). This waiver will be considered for any athlete only during the approved season of play or any student participating in an approved off-campus activity. Option 2 is also available to students seeking additional credit.

STUDENT RECORDS

The school district maintains student records mandated by the State of New Jersey

1. Personal data including: name, address, date of birth, names of parent/guardian, citizenship, and gender; daily attendance and health; grades in all subjects.
2. Permissible records include: test scores, rank in class, co-curricular activities, transcript of courses, health records, etc. A copy of the official permanent record, located in the guidance office may be requested by a parent/guardian or student if the student is at least 18 years old.

SPECIAL PROGRAMS

The following special programs are offered for deserving students:

1. **New Jersey Boys State** – Junior students are selected as scholarship recipients to attend this citizenship institute in late June. (Sponsored by the local Elks Lodge and American Legion Post)
2. **Girls Career Institute** – Junior students are selected as scholarship recipients to attend this citizenship institute in late June. (Sponsored by the New Milford Women's Club.)
3. **Hugh O'Brian Youth Leadership Seminar (HOBY)** - A tenth grade student is selected to attend this seminar. (Sponsored by the New Milford High School PTO).

ACTIVITIES

All students are encouraged to participate in a wide variety of extra-curricular and co-curricular programs, clubs and teams. Below, you will find a fairly thorough listing. Clubs and activities are added /dropped based on participation.

CLUBS/ACTIVITIES/PROGRAMS

Art Club	Environmental
Book Chat	Honor Societies (Art, French, Music, Spanish, Mandarin, International Thespian)
BUDDY	Math League
Business Club	Model U.N.
Community Service	Mural Club
Computer/IT Coding Club	Peer Leadership
Debate/Mock Trial Team	Project Unified
Drama Club	Social Impact/TEEM
Emerald (Yearbook)	Stage Crew
Engineering	Student Council
Ensemble	

**clubs are subject to change*

ATHLETIC TEAMS

Fall

Girls Soccer
Boys Soccer
Girls Tennis
Cross Country
Girls Volleyball
Football
Cheerleading

Winter

Girls Basketball
Boys Basketball
Girls Indoor Track
Boys Indoor Track
Wrestling
Bowling
Competition
Cheerleading
Swimming (co-op)
Ice Hockey (co-op)

Spring

Girls Softball
Boys Baseball
Boys Tennis
Golf
Girls Outdoor Track
Boys Outdoor Track

TEAM SELECTION

Coaches are responsible for team selection. Criteria for selection are established by the coaching staff and may be a highly subjective process. Team selection, practices, and decisions regarding game situations and playing time are the responsibility of the coaching staff. Please understand that when your child signs up for a team, there is a possibility he/she may not be selected if a squad reduction is necessary, or they may not be placed where you or they think they should; i.e. freshman, JV or varsity. Starting positions and playing time are not guaranteed, regardless of grade level. These decisions are up to the coaches' discretion. As has been done at times in the past, parents and players sometimes honor current seniors in a particular sport during pre-game and/or post-game ceremonies. It is important to understand that although the contributions, efforts, and dedication put forth by our athletes is something to be appreciated, it does not guarantee that the senior athlete will be provided playing time during this game. Appropriate concerns for parents to discuss with coaches may include: the treatment of your child, ways to help your child improve, concern about your child's attitude, and academic support and college opportunities. Issues not appropriate to discuss with coaches and administration include playing time, team strategy, and other student athletes. Please do not attempt to confront a coach before or after a contest or practice. If you feel it is necessary to speak with a coach, call to set up an appointment. Refer to the Athletic Office for further information.

AWARDS

The New Milford Board of Education believes that interscholastic sports are an important part of the school program and will recognize the achievements of student-athletes who give many hours of their time in their district athletic program, as per Board of Education Policy #5450.

SPECTATORS AT ATHLETIC EVENTS

Proper sportsmanship should be reflected by spectators as well as players, no matter what feelings of loyalty one may have. All parents/guardians must sign off on the Board policy for sportsmanship, as per NJSIAA. Any student, athlete, spectator and/or parent who does not adhere to the policy will be subject to dismissal and/or suspension from school-related events. Please contact the Athletic Office with any questions or for further information.

1. Noisemakers and temporary signs are prohibited at all athletic events.
2. Courtesy of silence should be extended when our team or opponents are shooting a foul and when cheerleaders are performing.
3. Applause should be encouraged for appreciation of the efforts of participants, whether they are players or cheerleaders.
4. Kicking and stomping on the bleachers is prohibited.
5. Spectators directing abusive or irritating remarks or cheers towards officials, opposing players and coaches, or opposing spectators, will be removed and will be suspended from all future athletic events. (Board of Education Policy #9160.)

**Please note that attendance at events may be restricted as per health and safety guidelines and recommendations.*