
Report
from the
Board of Education

NUTLEY, NEW JERSEY

Middle States Association
Accreditation
Nutley High School
January, 1963

August, 1963

FELLOW CITIZENS:

Nutley High School was formally continued on the accredited list of the Middle States Association in January 1963 as a result of a three-day evaluation held by a visiting committee in March 1962. Nutley High, previously visited last in 1952, has been on the Association's accredited list continuously since 1928.

The Middle States Association has an advisory relationship to almost every school and college in the area. One of its functions is to evaluate member schools on the basis of standards developed by the National Study of Secondary School Evaluation. Accreditation implies that the school is doing satisfactorily what it sets up as its own task--whether that be preparing pupils for college entrance or for some other post-high school plans.

Formal notice of accreditation was not received until January, 1963, but the committee's report was given to the school in the summer of 1962. During the fall, the high school staff had the opportunity of "reacting" to it. Some of the recommendations were not thought feasible, others would require a major capital expenditure which would be difficult to justify. The enclosed report attempts to cite the commendations, and the recommendations made by the Middle States Association, and also to give a brief summary of ways in which the recommendations are being met. The report is prefaced by the philosophy of Nutley High School as it was developed by the high school staff and which was used as a basic instrument in the evaluation. A graphic summary of the evaluation is also included.

The chief value of an evaluation does not rest in the three-day visit and resultant report made by a group of experts, but in the self-examination which precedes and follows it. The identification of the school's strengths, the pin-pointing of specific problems, and the stimulation of thoughtful search for the solution of these problems--these are the dynamic values of such a study.

It is our intent, therefore, that the high school staff take an annual inventory of the school's progress towards the goals set in this study, and as the need arises to develop new goals consistent with the changing needs of the town and with the continued improvement of Nutley High School.

Robert D. Fleischer

Superintendent of Schools

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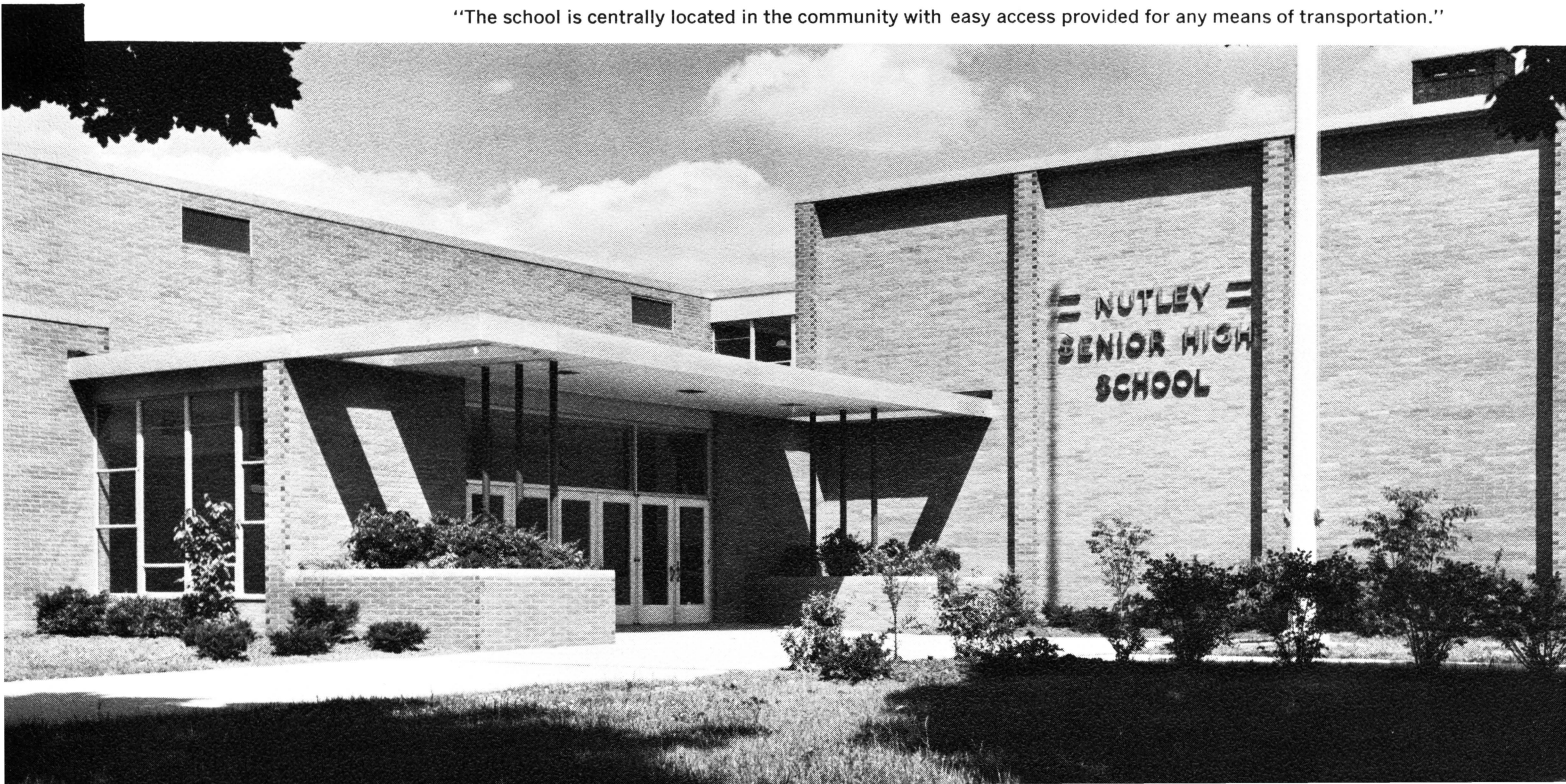
PHILOSOPHY

of Nutley High School

Nutley High School seeks to provide a democratic and congenial environment in which each individual student, whatever his special interests and talents, is stimulated to attain his maximum growth—physically, emotionally, mentally, socially and morally. Accepting its responsibility to society to extend to all students the privilege for worthwhile growth, Nutley High School expects its students, on their part, to be responsible members of the school community, and to make every effort to discover and develop their individual potentialities.

NOTE: The philosophy is basic to a school evaluation. In essence, the visiting committee evaluates the effectiveness of the school's efforts to fulfill its philosophy. The above is excerpted from the philosophy developed by the high school staff and approved by the Board of Education.

"The school is centrally located in the community with easy access provided for any means of transportation."



COMMENDATIONS

The manner in which the Nutley High School staff conducted their self-evaluation and their general and helpful cooperation with the visiting committee were most commendable. The staff is a mature group of serious professionals who welcomed the evaluation and the searching inquiries of their visitors. The interest in improving the school, one of worthy reputation and commendable traditions, was overriding. In general, the staff is well aware of the varying needs, abilities, and interests of individual children and has developed an appropriate program based on careful study.

Special commendations are in order for the superintendent, the business manager, the principal, and the Board of Education. The superintendent has performed his duties efficiently, especially in cooperation with the high school principal and staff, and in planning for the increasing complex needs of students within authorized budget limits. He has used excellent judgment in creating balance in staff between the numbers of men and women, and among levels of age and experience. The business manager has functioned efficiently within budget limits. He has used superior care in the maintenance of an extensive physical plant. The high school principal and his staff have developed a realistic approach to the education of all students within the limits of the building, the staff, and budgetary provisions. The Board of Education is commended for financing this study, and for the adoption of the ratio principle used for determining administrative salaries, and the improvement of the teachers' salary guide. They have adopted and are carefully observing prepared policies, organizational plans and procedures, delegating properly the executive function to the superintendent of schools.

Careful studies have been made to evaluate student performance and the provisions of special

groups for the most able and the least able are sound. An awareness of plant facilities and personnel requirements necessary to meet present and future needs shows up in the careful surveys that have been made.

The student body reflected their confidence in the worthiness of their school and their loyalty to it. Their deportment was commendable at all times, even allowing for the fact they knew they were on parade. Student leaders displayed a high quality of leadership in the preparation of a well organized handbook and very attractive school publications.

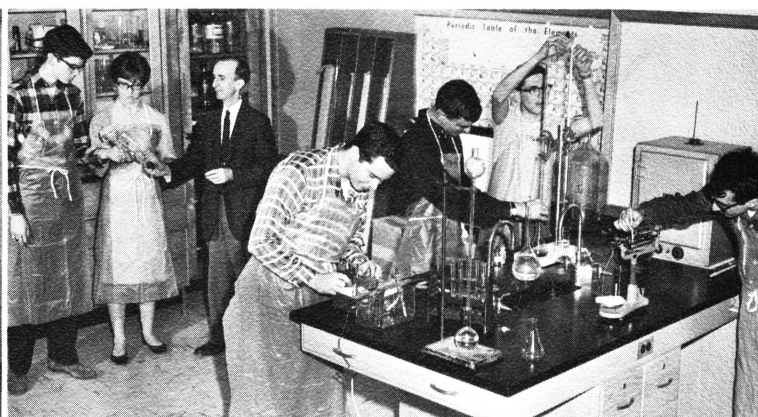
The custodial, cafeteria, and maintenance staffs seem to share the same feeling of dedication to institutional superiority. Everywhere one turned, there was evidence of high morale, tempered with a consciousness of even higher goals and a willingness to work for greater excellence. This fortunate atmosphere is composed of the various ingredients as described above, but it could not exist without superior administrative leadership, and this, too, the evaluation committee found at Nutley High School.

The members of the guidance department are praised for their seriousness of purpose, dedication, professional bearing and knowledge. Despite an overwhelming workload, the committee sensed high morale among the staff which can spring only from fine leadership and a deep sense of commitment.

The health department has established extensive use of consultants, thorough cumulative physical health records, and a close cooperation exists between the nurses and teaching staff. Nurses are on duty throughout the school day and a congenial relationship exists with the students. The health classes indicate a friendly relaxed atmosphere which provides for good rapport between students



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"There is good integration between English classes and the library."



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and teachers. The appearance and attitudes of the student body attest to respect for good health practices.

Business education is a large, important, and superior department with a strong staff, excellent equipment and facilities, and a well-balanced program of course offerings adapted to individual needs.

In physical education, there are very favorable class loads. There is evidence of careful planning of physical education instructional activities. The percentage of students participating and the variety of interscholastic activities offered reflect a strong program.

The functional and well-planned home economics classrooms show evidence of good housekeeping and pupil respect for school property. The availability and utilization of up-to-date reference materials in home economics complements teacher instruction. The freedom allowed in planning and buying food and supplies and in the use of materials is commendable. The popularity of the Chef's Club indicates student reaction to the provisions that have been made for co-ed home economics.

The shops offer a variety of suitable and useful projects to meet individual student interests. There is interesting correlation of the wood and metal areas and the diversity of industrial activities engaged in by the students is praiseworthy. The inclusion of a plastics unit and the evidence of expansion to include a variety of related areas is particularly noteworthy.

The art room is attractive, the equipment is superior, and the instructional materials are extensive. Through a very flexible program the student is exposed to many approaches in art.

The committee felt that the band was doing commendably in the type of composition selected and in their manner of performance. The efforts of the Choralettes were appreciated by the Committee. Their enthusiastic participation in the assembly programs is an asset to the school.

The mathematics department is offering a multi-track program that is praiseworthy. An exploratory course in programmed learning is being con-

ducted in a careful and thoughtful manner.

There is a variety of language offerings to suit individual needs and interests. The addition of a fourth year in the foreign language offering is especially noteworthy. There is extensive use of tape recorders and record players in the foreign language department and the plan to add a foreign language laboratory will enhance this program. The personal and professional enrichment enjoyed by the foreign language staff members through foreign study and travel is an asset to a good language program.

A continuous science program is provided from the ninth to the twelfth grade and provision is made for students to use science facilities beyond the regularly scheduled class period. Science apparatus, specimens, supplies, and visual aids are of good quality and adequate in number.

The English course guides are clear, properly flexible, and comparable to traditional outlines for secondary schools. The English texts and materials are varied, appropriate, and adequate in supply and condition. There is good integration between English classes and the library. The 12th grade honors section in English is commendable.

The library physical quarters are pleasant, well lighted, and quiet. Excellent facilities in the library workroom are conducive to good management. Accessibility of the library for student use covers the entire school day. The library reference collection is especially adequate. There is evidence of good cooperation between classroom teachers and the librarian, and all students are oriented to the use of the library through a comprehensive program of instruction given by the librarian over a period of four years. The local public library is advantageously located and complements the offerings of the school library. The students' use of the school library and their membership in the public library is exceptional.

The school is centrally located in the community with easy access provided for any means of transportation. The classrooms, in general, are of adequate size and the entire building shows evidence of good housekeeping on the part of the faculty and students.

RECOMMENDATIONS

and Their Implementation

The following recommendations made by the Middle States Association have been or will be carried out in the near future.

Additional moneys have been allocated in the 1963-64 budget for speakers, consultants, in-service workshops for special project studies and for local research. Additional audio-visual materials have been provided for in the 1963-64 budget. Two administrative assistants have been appointed and there are plans to increase clerical assistance. The superintendent reviews all budgetary requests and purchases, and when budgetary allotments have been approved, appropriate professional staff maintains control over the use of these allotments.

More display and storage areas in art and industrial arts will be provided for in 1963-64. Additional shelving in the music storage area will aid in organization and general attractiveness, and more storage area has been provided for in the library for the storage of periodicals. A more adequate exhaust system will be provided in the chemistry laboratory. Wire enclosures will be provided to protect the stage lighting panel from possible tampering. We will continue to search for a solution to the overheating of classrooms (sun) on the southwest side of the building during early fall and late spring months, and the 1963-64 budget also provides for equipment to improve ventilation in the health services area. More electrical outlets have been provided in the business education classroom.

All school clubs are now in the process of preparing and revising their constitutions to meet the democratic objectives stated in the philosophy of the school. Greater student participation in planning the student activity program and assemblies has been encouraged and steps have been taken to achieve greater faculty participation in the student activity program in order to share sponsorship more equitably.

More extensive and additional follow-up studies of graduates have been made by the guidance department during the school year. The guidance department is working closely with the New Jersey Employment Service in the areas of testing and the Youth Career Development Center in counseling drop-outs. Serious consideration is being given to the possibility of the microfilming of records. Additional guidance counselors have been employed and the 1963-64 budget provides for one more counselor, bringing our student-counselor ratios to recognized good standards. More secretarial and clerical assistance is planned in the guidance department. The "team approach" has been developed and this should aid in the helping of emotionally and socially maladjusted students in the high school. A formal guidance orientation program for new teachers has been initiated and a program of better articulation of guidance services between the high school and feeder schools has been initiated. The director of guidance now spends at least two days per week at the Franklin



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School in the coordination of the total guidance program.

Individual texts for health education are being considered, and the library now has special reference material for health. Health education and the health services have been coordinated with the physical education and driver education programs. The tuberculin testing program has been revamped as recommended.

An expanded intramural physical education program for both boys and girls is now in effect with co-educational activities in physical education now a part of the program. Additional outdoor facilities will soon be available and this will result in an expanded program of activities. Rule books and other reference material will be made more accessible and cross-indexed in both the physical education department and in the school library.

Provisions will be made for an enclosure in the clothing area for fitting and modeling, and study is being made as to the feasibility of increasing chalk-board area in the food rooms.

Consideration is being given to the delivery of wood to the shop twice during the school year rather than once in order to alleviate the storage problem. Shop aprons will be worn by all students working in the shop. The addition of an exhaust system for spray painting is now in the planning stage. The drafting classes have begun to develop model frame-dwelling construction as a part of their program. A section for ceramics is being developed and opportunities for work in specialized media such as fabrics, plastics and jewelry will be available. An attempt will be made to schedule art students into advanced and beginning groups of smaller size in 1963-64.

A study will be made by the music department to find ways to develop the total place of music in the school program and to emphasize the importance of music to a degree consistent with the philosophy of the school and the nature of the community. Attempts are being made to revitalize the boys' vocal program.

The mathematics department is currently revising the general mathematics course of study, grades 9 through 12, and variation of instructional methods in mathematics is being stressed. Policy has been formulated that establishes differentiated homework assignments for the various programs, relative to time and contact. "Oversize" classes in mathematics have been reduced during the current school year.

The new language laboratory will increase the use of aural-oral methods with more emphasis being placed on flexible conversational experience in the classroom. In general, class size in the foreign language department has been decreased. New text-

books in French and Spanish are now in "trial use".

Science class size has been reduced and a study is being made as to the advisability of replacing biology furniture. Better provisions will be made for the safe storage of hazardous materials.

Class sizes in driver education (11th grade health) will be reduced in 1963-64. Seat belts are now provided in all driver education cars, and their use is mandatory. A "car log" is now being kept for each car.

More opportunities for in-service growth of English teachers have been provided. A program of school visitations, a college-high school composition conference, and the use of films on the development of the English language have taken place during the current school year.

Larger per pupil budgetary allocations have been made for the library. A professional reference section will be established in the teachers' study and an inventory of all reference books now in the various classrooms is being taken. The librarian may order books and other materials, to a limited extent, on a more frequent basis than semi-annually. Steps will be taken to catalogue, in the central library, all audio-visual materials available throughout the school.

The implementation of recommendations has also been undertaken in the following areas: increased student participation in classroom activities; increased audio-visual aids in all areas of instruction; a planned program of teacher visitation; careful review by the social studies department of the need for and feasibility of expansion of the curriculum.



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RECOMMENDATIONS NOT NOW CONSIDERED TO BE FEASIBLE

Requiring general science in the ninth grade. This would bring about a rigidity in the overall four-year program and fails to consider the general up-grading of general science which has taken place in the Franklin School. Serious consideration is being given to altering the content of the traditional 9th grade general science course to include more emphasis on earth science and astronomy.

The need for a developmental reading program. The lack of physical facilities due to peak enrollments inhibits the development of this program. Future plans include eventual provision for this service.

The inclusion of additional speech classes. Presently a course in public speaking is offered and there is serious reservation about further fragmentation of the English courses. Speech can be included under the existing course structure.

Restoration of courses in journalism and creative writing. Creative writing and journalism should be taught within the present English course structure. Careful guarding of curricular balance must be maintained. Adding a course at the expense of another academic discipline tends to bring about imbalance in the overall educational program.

An exploratory business course in grade 9. Our extensive testing program and guidance help fulfill this purpose.

Development of an honors section at each grade level. There are no plans for "honors" sections at the 9th grade level because there is lack of sufficient criteria for valid selection. There are, however, honors programs in the 10th, 11th, and 12th grades

in English, math, science, foreign language, and history.

Reduction of teaching load in English to 100 pupils per teacher. Present physical facilities would make this impossible to implement.

Setting aside of separate classrooms established specifically for health education. This recommendation is physically impossible.

Removal of beds for home nursing from the foods room. Due to need for full utilization of building, health classes meet in these rooms when not in use for home economics instruction.

Making foods room available in "free" periods so teacher could do better testing and prepare for foods classes. Peak enrollments bring about the need for full utilization of school plant.

Extending home economics laboratory class periods. Under present circumstances, this would limit the number of students who could be scheduled for home economics.

Reorganizing industrial arts courses in name and content in each shop area to cut down class size and increase the number of courses. With present peak enrollments, this could not be done effectively.

Lightening schedule of department heads to permit more supervision. At the present time it would be impossible to implement this recommendation. Serious consideration for eventual change in policy is being given.

Providing additional courses in theory and harmony. We have serious reservations about the adding of courses without the elimination of others.
Availability of a teachers' preparation room in the

science department. Under present circumstances, it is not possible to make available either teacher time or room space to implement this recommendation.

Scheduling of double periods for biology. To so schedule biology classes would create physical problems because of high enrollment.

Moving the library to a more central location. Moving the library is out of the question because of cost. *Setting aside a classroom for library instruction adjacent to the main library reading room.* All available classrooms are used for regular classes. We cannot afford the luxury of "freeing" one room for library instruction.

The introduction of a diagnostic reading test by the guidance department. The English department administers a reading test annually and diagnosis, remedial, and developmental work will be done with the help of specialists and consultants in conjunction with the English Department.

Administering group tests in a site other than the auditorium. Providing such a site is physically impossible.

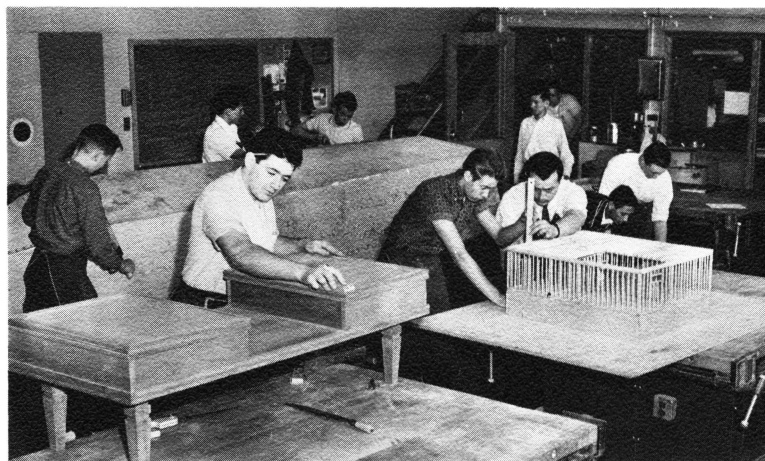
Inclusion of disciplinary reports in the guidance folders. It is not desirable to include such reports in the guidance folders. The guidance department is advised of disciplinary cases and has easy access to all such records.

The installation of concrete floors in the metal shop. This improvement is not considered economically practical.

Eliminating the need for scheduling four lunch periods. Four lunch periods are scheduled in order to relieve classrooms for use. The present enrollment forces such scheduling techniques.



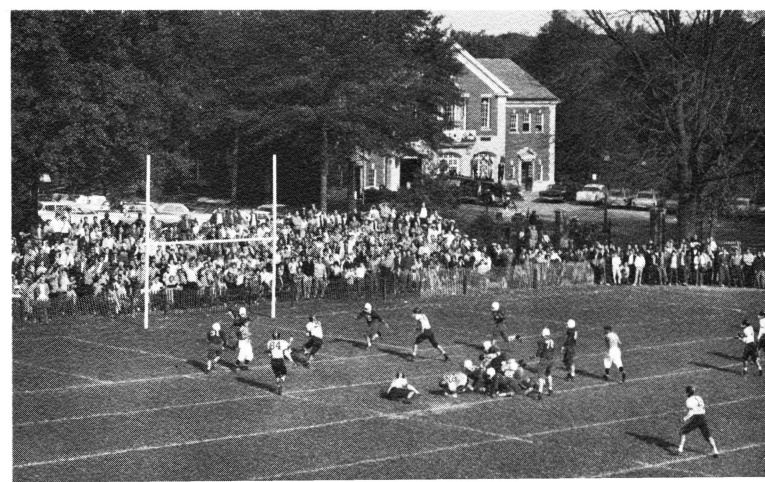
"The local public library is advantageously located and complements the offerings of the school library."



"In the shops there is appropriate meeting of individual student interest in offering a variety of suitable and useful projects."

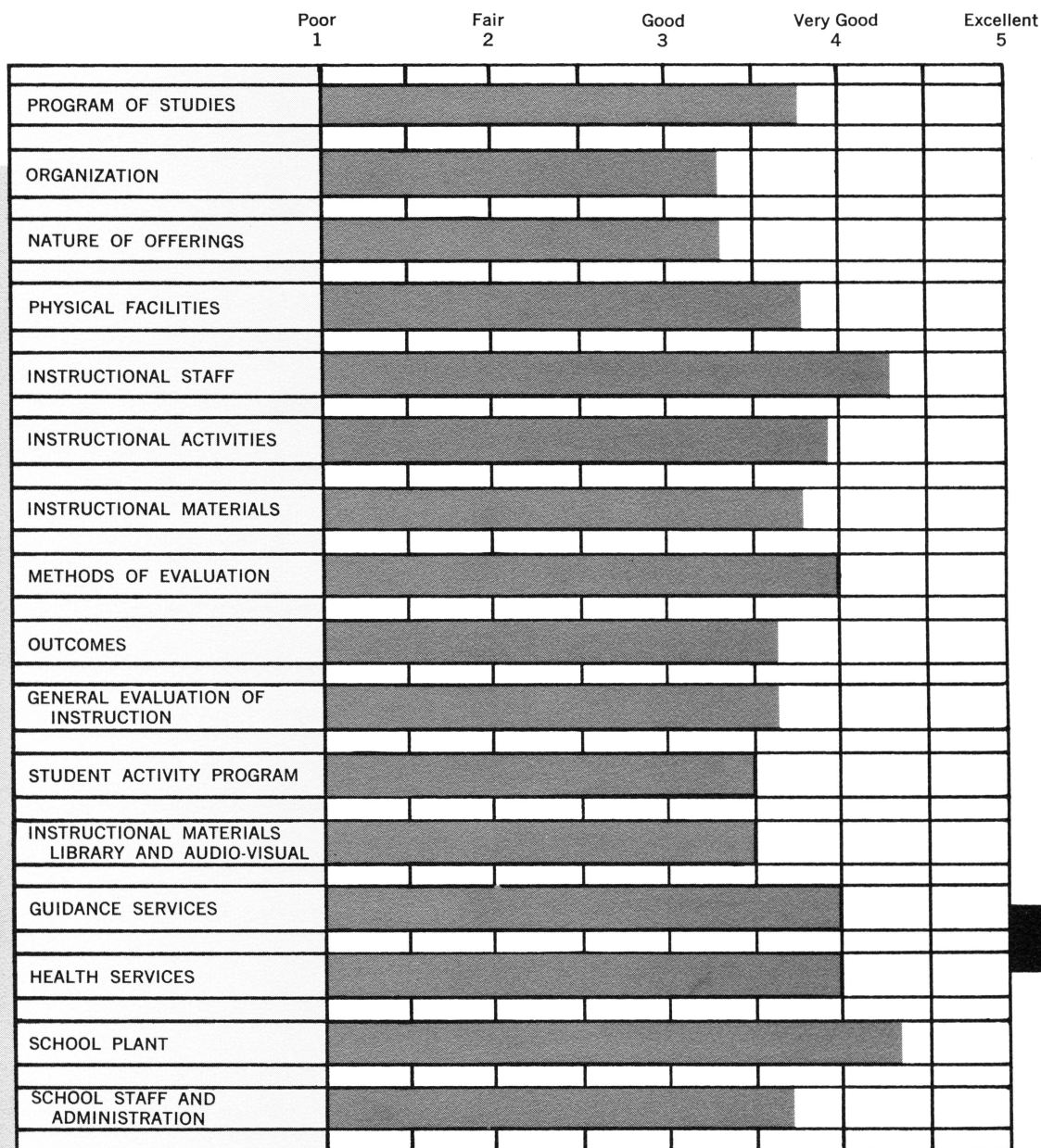


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GRAPHIC SUMMARY



RESUME

The graphic summary was plotted from the average of evaluations. Although no attempt is made to adjust the position in relation to other schools, we can generalize that Nutley High School is a GOOD school. It is effectively fulfilling its purposes and providing a meaningful educational experience to its charges.

An organized plan for improving the school program over a period of time, consistent with the findings of the evaluation, has been developed. The evaluation has given the staff the opportunity to gain real insight into the full implications of their contribution to secondary school youth. Perhaps this will be the most prevailing value of the evaluation experience.

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GLOSSARY

Audio-Visual Materials — Any device by means of which the learning process may be encouraged or carried on through the sense of hearing and/or the sense of sight.
Aural-oral Method—A method of learning whereby the pupil's voice is recorded and he listens to playback for critical analysis.

Developmental Reading — Activities for the purpose of increasing reading power, including vocabulary development, silent reading preparation, oral reading, re-reading and supplementary reading.

Drop-outs—A student who leaves school before graduation, as in the case of many high school pupils who drop out of school upon reaching the age of voluntary attendance.

Follow-up Studies—A study made to collect information about a student after he has completed his high school education in order to estimate the effect of his education.

Honors Program—A program that limits enrollment to exceptionally capable students; provides for independent or tutorial work, places the responsibility for

student progress more on the student than on the teacher, emphasizes reading and self-instruction.

Multi-track Program — A program that presents subject matter at various levels. The student is assigned to the track geared to his level of ability.

Programmed Learning — Subject matter is broken down into sequential steps. The student progresses step by step at his own rate of ability. This approach allows for independent learning.

Salary Guide—A planned guide for determining the amount of salary to be paid to a particular employee or class of employees, or a written presentation of such a guide.

Salary-ratio Principle—A salary formula that utilizes the years of training, degrees held, the number of years of teaching experience in determining salaries to be paid to school administrators.

Tuberculin Testing—A diagnostic procedure, utilizing tuberculin, for the purpose of determining the presence or absence of tuberculosis infection.

