

## ALMA MATER

Dear Alma Mater Montville  
You wear your colors bright,  
The summer hills of forest green  
The winter's purest white

A legacy in knowledge,  
of mind and spirit, too  
Unselfish friendships, memories dear  
All this and more from you.

And so, dear Alma Mater,  
Our steadfast pledge will be  
Integrity in all our deeds  
with true sincerity.

To strive for peace and justice  
And sacred liberty  
Dear Alma Mater Montville  
Our gratitude to thee.

S.R. Morrell

### DAILY BELL SCHEDULES

#### REGULAR BELL SCHEDULE

Homeroom..... 7:30-7:34  
Period A..... 7:38-8:33  
Period B..... 8:37-9:32  
Period C..... 9:36-10:31  
LUNCH/Lab C .....10:31-10:57  
LUNCH/Lab D .....10:57-11:23  
Period D.....11:27-12:22  
Period E..... 12:26-1:21  
Period F..... 1:25-2:20

#### DELAYED OPENING SCHEDULE

Homeroom..... 9:00-9:03  
Period A..... 9:07-9:48  
Period B..... 9:52-10:33  
Period C..... 10:37-11:18  
LUNCH/Lab C .....11:18-11:41  
LUNCH/Lab D .....11:41-12:05  
Period D..... 12:09-12:50  
Period E..... 12:54-1:35  
Period F..... 1:39-2:20

#### EARLY DISMISSAL SCHEDULE

Homeroom..... 7:30-7:33  
Period A..... 7:37-8:17  
Period B..... 8:21-9:01  
Period C..... 9:05-9:45  
BREAK..... 9:45-9:52  
Period D..... 9:52-10:32  
Period E..... 10:36-11:16  
Period F..... 11:20-12:00



## MISSION STATEMENT

The educational community of Montville Township High School provides an environment that promotes problem-solving, goal-setting and critical thinking and strives to ensure that all students demonstrate the mastery of defined skills and knowledge that will empower them to be productive, responsible individuals who respect and appreciate diversity. This will be accomplished; through excellence and creativity in teaching, scheduling and programs as well as the accommodation of learning style; through the inclusion of technology into the curriculum; in a facility that promotes the successful collaboration of students, teachers, families and the community at large.

## VISION STATEMENT

Montville Township High School will set the standard for educational excellence in the 21<sup>st</sup> century. Through the use of technology and community resources, students will develop tailored educational programs that will allow them to develop intellectually, emotionally and socially. The school building will become the starting point for learning that in incremental steps will extend to community, county, state, country and the world. Learning will become a manifestation of personal goals and desires. Assessment of learning will be demonstrated through performance and documented real life experiences. Teachers will become facilitators of learning. Faculty will facilitate learning through experimentation, performance assessments and mentoring. The measurement of student learning will not be the manifestation of subjective grade performance that assesses learning, and, thereby, intelligence as a measurement of time, but rather assesses learning through substantive performance.

## AFFIRMATIVE ACTION POLICY

It is the policy of the Montville Township School District not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status in its educational programs or activities and employment policies as required by State Law. Inquires regarding compliance may be directed to the Assistant Superintendent for Curriculum and Instruction at 973-331-7100 ext. 2224.

## WHOM SHOULD I CALL?

<u>Information</u>	<u>Source</u>	<u>Ext.</u>
All Inquiries	Main Office	0
Reporting a Student's Illness	School Nurse	2609
Problems with Attendance	Attendance Secretary	2608
Graduation Requirements	Counselor	2645*
Student's Education Plan	Counselor	2645*
New Students Registration	Guidance Secretary	2645*
Schedule Change Request	Counselor	2645*
Grade Card Questions	Counselor	2645*
Student Data (Class Rank, SAT Scores, etc.)	Counselor	2645*
Transcript Request	Guidance Secretary	2645*
Withdrawal from School	Guidance Secretary	2645*
Bus Problems	Vice-Principal	2602/2603
Athletic Events	Athletic Director	2630/2631
Health Info. (Immunizations, etc)	School Nurse	2609
School Activities – Clubs	Vice-Principal	2603
Discipline Matters	Vice-Principal	2602

\*Ext. 2645 is that of the Guidance Secretary. Please inform her of the Counselor with whom you would like to speak and your call will be forwarded.

**BOARD OF EDUCATION**

President: Mr. Jon Alin  
Vice President: Mr. Karl Feaster  
Dr. Karen Cortellino  
Mr. Spyros Demetropoulos  
Mr. Charles Grau  
Dr. Matthew Kayne  
Mr. Michael J. Palme  
Mr. Paul Przetak  
Mrs. Jackie Ritschel

**ADMINISTRATION**

Dr. Gary R. Bowen - Superintendent of Schools  
Ms. Ruth Anne Estler - Interim Assistant Superintendent of Schools  
Mr. James Tevis –Business Administrator  
TBA - Principal  
Dr. Leo Kelly, Vice Principal – Grades 10 & 12  
Mr. Martin Wall, Vice Principal – Grades 9 & 11  
Mr. Michael Ventura - Director of Guidance  
Mr. Steven Naccara - Director of Athletics

**DEPARTMENT SUPERVISORS**

Supervisors are available to answer your questions regarding course placement, curriculum, department policies, etc.

<b>DEPARTMENT</b>	<b>TELEPHONE EXTENSION</b>
Art & Technology Education	2637
Business	2640
English	2639
Guidance Director	2650
Mathematics	2640
Music	2637
Health/Physical Education	2638
Science	2641
Social Studies	2642
World Language/ESL	2643
Family & Consumer Science	2637

**GUIDANCE DEPARTMENT**

The Guidance Department can be reached directly at 331-7100, ext 2645. Individual Counselor’s extensions are listed below:

Mr. Joseph Di Giacomo	2654
Ms. Rose Gainey	2656
Mrs. Kimberly Garcia-Cunha	2651
Mrs. Barbara Jelinek	2655
Ms. Naomi McCloskey	2653
Ms. Paula Musciotto	2653

**AUXILIARY SERVICES**

Mrs. June Witty, School Nurse	2609
Mrs. Carolyn Moat, School Nurse	2610
Mrs. Donna Cohen, Media Specialist	2623/2624
Mrs. Robyn Henning Student Asst.Couns.	2659

**MONTVILLE TOWNSHIP HIGH SCHOOL  
FACULTY**

**Business Technology**

TBA\*  
Mr. Edward Avergun  
Mrs. Angela Kalavrezos  
Mr. Jeff Maly

**English**

Mrs. Karen Chase\*  
Ms Alessandra Brita  
Mr. Andrew Cecala  
Mrs. Sarah Cooper  
Mrs. Mary Gormley  
Mrs. Jennifer Keneally  
Mrs. Jennifer Kilanowski  
Mr. Kurt Kilanowski  
Ms. Cheryl Kurland  
Mrs. Heidi Kmetz  
Mr. John Lynch  
Mr. Ken Sachs  
Mr. Michael Shera  
Mr. John Soriano

**Visual and Performing Arts**

TBA\*  
Mr. Noel Glaser  
Mr. Kenneth Korlishin  
Mr. Paul Moench  
Mrs. Sharon Pflug  
Mrs. Miriam Stachow  
Ms. Michelle Uhler  
Ms. Joanne Zoppo

**Science**

TBA\*  
Ms. Tammy Bombard  
Mrs. Adela Dziekanowski  
Mr. Glenn Ericksen  
Mr. Gary Frankel  
Ms. Heather Ings  
Mrs. Ilana Jonsson  
Mrs. Michelle Lourenco  
Mr. John Luvera  
Mr. Greg Maceri  
Mr. James Miller  
Mrs. Nancy Miller  
Dr. Daniel Rumack  
Mr. Evan Rupff  
Mrs. Rachel Salazar  
Mrs. Ruth Starkins

**Practical Arts: Industrial  
Technology**

TBA\*  
Ms. Frances Hersh  
Mr. Steven Kapsalakis  
Mr. William Kocur  
Mr. Paul Kulick  
Mr. Robert Levchik  
Mr. Anthony Sia

**Mathematics**

TBA\*  
Ms. Shari Abramowitz  
Mrs. Maureen Capuzzi  
Mrs. Kimberly Deamer  
Ms. Cheryl Evans  
Mrs. Anita Gerber  
Ms. Helen Gizas  
Mrs. Judith Paster  
Mr. Mark Philhower  
Ms. Laura Rivera  
Mr. David Shutovsky  
Ms. Mital Vyas  
Mrs. Patricia Wolf

**Physical Education**

Mr. Paul Pignatello\*  
Ms. Cindy Beradino  
Mr. Patrick DeBonta  
Mr. Bryan Gallagher  
Mr. Gerry Gallagher  
Mr. Alan Hauser  
Mrs. Jodi Inglis  
Mr. John Krip  
Ms. Kristen Rush  
Mrs. Patricia Vytell  
Mr. Donald Heyburn,  
Athletic Trainer

**Guidance**

Mr. Michael Ventura\*  
Mr. Joseph Di Giacomo  
Ms. Rose Gainey  
Mrs. Kimberly Garcia-Cunha  
Mrs. Barbara Jelinek  
Ms. Naomi McCloskey  
Ms. Paula Musciotto

**Practical Arts: Family and  
Consumer Science**

TBA\*  
Mrs. Michelle Baldino  
Ms. Karen Holeczko  
Mrs. Brenda Smith

**Social Studies**

Mr. Alan Lucibello\*  
Ms. Emily Burgess  
Mr. Christopher Butchko  
Mr. Leonard DePoe  
Mr. Wayne Guarino  
Mr. Erik Morrison  
Mr. John Piselli  
Mr. Peter Porter  
Mr. Scott Riotto  
Ms. Nancy J. Robinson  
Mr. David Tubbs  
Mr. Richard Vuyosevich

**World Language/English as  
a Second Language**

TBA\*  
Mr. Juan Davies  
Mrs. Janet D'Innocenzio  
Ms. Latifa Heuer  
Ms. Rosa Przetak  
Ms. Fidelina Racanelli  
Mr. Danilo Ramirez  
Mrs. Shelley Rubin  
Ms. Jennifer Rubino  
Mrs. Barbara Sova  
Ms. Debbie Yao  
Mr. Joseph Zichella  
**Alternative Ed. Setting**

**Media**

Mr. Michael Zeldman  
**Media**  
Mrs. Donna Cohen  
**School Nurse**  
Mrs. June Witty  
Mrs. Carolyn Moat

**Student Assistance Counselor**

Mrs. Robyn Henning  
**Special Services**  
Mr. Joey Blanchard  
Mrs. Barbara Carriere  
Ms. Ernestine Costa  
Mrs. Barbara Fahey  
Mr. Charles Fischer  
Mrs. Ina Greenspan  
Ms. Ashley Laird  
Mr. Robert Naturale  
Ms. Danielle Vytell  
Mrs. Wendy Zwoboda

## **PHILOSOPHY OF EDUCATION**

Since a democratic society is founded on the worth of each individual and the value of his/her unique contribution to that society, the Board of Education is fully committed to providing a system of education which will prepare each child for meaningful and constructive participation in society by valuing individuality, recognizing students' needs, equipping them with useful skills and wholesome attitudes, and instilling in them an appreciation of their contributions to society.

To achieve these ends, the Board shall strive for a balance between the imperatives of individual freedom and the requirements of a commitment to society; between the need of the students to function competently according to their own ability and their need for self-fulfillment and growth toward their own ideals within the parameters of society. Therefore, being fully cognizant of the nature of individual development within the educational structure, the Board of Education recognizes the need for a learning environment which nurtures intellectual growth, self-realization, human interaction, citizenship, and economic independence.

## **GUIDANCE DEPARTMENT**

The high school experience spans the period from adolescence into legal adulthood. The Guidance Department of Montville Township High School seeks to guide all students through a challenging and fulfilling educational experience. Utilizing various methods of appraising the abilities, interests, and needs of the students, the counselors guide students to an awareness of their capabilities and help them develop techniques for problem-solving, planning, decision-making, and researching colleges and careers.

All students are scheduled for a minimum of four appointments a year, either in groups or individually. Students and parents may, at any time, request a guidance appointment, and they are urged to do so whenever the need arises. In addition, the counselors conduct several orientation programs relative to college planning, scheduling, testing, etc., during the year. Evening programs for parents are conducted to provide information on financial aid, college planning and scheduling.

The Guidance Department also publishes a monthly financial aid flyer entitled, "Dollars for Scholars", and numerous fact sheets which address topics of importance to students and their parents. These items and a vast array of resources are posted on the high school guidance website.

## **STANDARD GUIDANCE TESTING**

All pupils will be informed of the dates of standardized testing, such as Achievement tests, NJHSPA, AP tests, interest inventories, and college entrance tests. These tests are administered by the Guidance Department with the exception of the SATs.

The PSAT measures skills in three basic academic areas important for success in college; Verbal reasoning, Math problem-solving, and Writing skills. The test is comprised mainly of multiple-choice questions; however, the math section also includes eight questions that require students to produce their own responses.

The PSAT is normally administered on the third Saturday in October at the high school. Exact date, time, cost, etc., is provided to students in early September.

**COLLEGE-BOUND JUNIORS AND SENIORS TAKE NOTE:** Registration forms and sample test materials for the Scholastic Aptitude Test (SAT I), Achievement Tests (SAT II), and the American College Test (ACT) are available in the Guidance Office.

Information is also available on the Guidance Department Website; [Montville.net](http://Montville.net).

It is the responsibility of the student to check the dates and register for the appropriate test(s). Information is also available at [Collegeboard.com](http://Collegeboard.com).

The SAT I measures ability for college-level work, in the areas of Reading, Math and Writing. The scores are utilized by most colleges in making admissions decisions. Many colleges require achievement tests SAT II in specific subject areas. It is the responsibility of the student to determine which achievement test(s), if any, are required by the particular college. Generally speaking, juniors will take the SAT I in the spring and again as seniors in October, November or December. Achievement tests are taken when a student has completed a sequence of course work in a particular subject area. Normally, the Achievement tests are taken at the end of the junior year or in the fall of the senior year. The ACT is a test which is required by many Mid-Western colleges for admissions and placement decisions. All test registration forms require students to record our six figure high school identification number (CEEB Code is 310826). In addition, Advanced Placement Examinations are given annually during the first three weeks in May.

### **COLLEGE APPLICATIONS — TRANSCRIPTS**

Students are directed to review their college application(s) with their guidance counselors. Transcripts will be sent by the Guidance Office directly to the colleges. Permission to release official records must be submitted in a timely manner, in writing, by the parent and student on the appropriate guidance forms. Because of the large volume of applications processed by the Guidance Department, students are required to submit requests for transcripts at least two weeks prior to any deadline date, and prior to November 30<sup>th</sup> to guarantee pre-holiday mailing.

All official transcripts must be mailed from the Guidance Office. **(Signed and sealed records will not be released to students or parents for hand delivery).**

During the month of September, all college-bound seniors will be given a checklist outlining the steps to be taken in the processing of college applications. A publication entitled, “The ABCs of the College Search” is issued to all students. This is an excellent guide for the entire college selection process. Students and parents are also urged to refer to the Guidance Website at [Montville.net](http://Montville.net).

### **WORKING PAPERS**

In order to obtain a job, all persons under the age of 18 are required by the Child Labor Law of the State of New Jersey to obtain an employment certificate, usually referred to as “working papers”. Forms and instructions for applying for working papers are available in the Guidance Office.

### **PLANNING CALENDAR**

The calendar which appears below is designed to give you general guidelines to follow as the normal progression through high school is made. It is strongly recommended that all students read this section very carefully and refer to it frequently. Students and parents are urged to check the Guidance website on a regular basis and utilize the numerous links located at this site. ([Montville.net/highschool/guidance](http://Montville.net/highschool/guidance))

### **FRESHMAN-SOPHOMORE CALENDAR**

#### **September:**

- (a) Review your schedule; make certain that you have been scheduled for all the courses which you requested last spring.
- (b) Review Study Skills Outline distributed by Guidance Department.
- (c) Study this handbook; learn the rules of MTHS.
- (c) Begin a program of outside reading to assist in the preparation for college entrance testing.
- (d) Be aware that your official school records start now.

**October:**

- (a) Visit your Guidance Counselor to learn about the services provided by Guidance
- (b) Register for the PSATs if eligible (Discuss this decision with your counselor)

**October — November — December:**

- (a) Become familiar with the college/career resources and the computer programs located in the college and career center and in the Guidance Office.
- (b) Attend group meetings on calculating grade point average and improving study skills.
- (c) Apply for a Social Security card if you don't already have one. Most colleges, career schools and employment applications require this information.
- (d) Keep your grades up. Colleges and career schools are interested in students who have performed well during all four years of high school.
- (e) Get involved in a school and/or community activity, volunteer service (see your counselor for a list of club advisors).
- (e) Attend the Regional College Fair at County College of Morris in October.

**January — February:**

- (a) Plan your program for next year; discuss your class placement recommendation with your current teachers, meet with your counselor to select courses (your parents are welcome to attend this meeting).
- (b) Prepare for your semester exams.

**January — April:**

- (a) Attend group meeting on decision making.
- (b) Review the Study Skills Outline. Evaluate your study techniques.
- (c) Begin talking seriously with your parents regarding your plans for the future—both career and educational.
- (d) Begin a serious review for the PSAT-SAT. The PSAT is administered annually in October. The SAT is administered throughout the school year. Students are encouraged to take advantage of the several reference books and software packages available at local book and computer stores. Keep up your outside reading program.
- (e) Sophomores take the career search on the Naviance program located on the Guidance website.
- (f) Visit the high school college and career center to use the computerized college/career search program.

**May — June:**

Evaluate your academic performance for the past year, asking yourself what can be done to improve your academic performance in the next school year.

**June:**

Prepare for final examinations. Remember, they count toward your final grade. Review your credits and college units.

- (a) Make up any academic deficiencies in summer school. Do it now! Get it out of the way!
- (b) Continue your reading program over the summer. Book lists are available from the English Department.
- (c) Update your extra-curricular activity sheets

**JUNIOR-SENIOR CALENDAR**

**Junior Year** — the Search for the Right College/Career School

**September:**

- (a) Prepare a self-inventory. Outline your goals, interests, abilities, work habits, grades, and ambitions. Know yourself!
- (b) Understand the significance of the PSATs, as outlined by the Guidance Department when visiting English classes.

**September — March:**

Research College/Career Schools:

- (a) Research colleges and careers in the college and career center.
- (b) Talk to college representatives who visit MTHS during lunch period in the fall.
- (c) Visit Colleges and Open House programs. (Call the college for these dates)
- (d) Schedule a guidance appointment to use the Naviance computer program with your counselor or access the program from home at the Guidance website.

**October:**

- (a) Take the preliminary Scholastic Aptitude Test (PSAT) at MTHS. Date and time will be posted in the Guidance Newsletter.
- (b) Attend the Regional College Fair at County College of Morris with your parents.
- (c) Participate in the career search group session presented by the Guidance Department in the media center.

**November — December:**

- (a) Review your PSAT scores with your guidance counselor to understand how your scores relate to college/career planning.

**December:**

Establish your personal requirements for college or career school. Sit down with your parents and discuss price range and distance from home. **BEGIN TO DECIDE:**

- (a) The kind of education you wish to pursue.
- (b) Characteristics of the school you will attend (size, location, programs, ROTC, religious affiliation, athletics, academic level, length of program). REFER TO THE GUIDANCE FACT SHEET ENTITLED, "Considerations in College Selection", available In Guidance Office.
- (c) Meet with past graduates as they return home for December vacation to discuss their college experiences.
- (d) December 3<sup>rd</sup> Funding Workshop.

**January-February:**

- (a) Keep those grades up!
- (b) Meet with your counselor to discuss your academic program for senior year. Be sure you meet the academic requirements your post-graduate plans. Ask your parents to attend this meeting.
- (c) Register for the SAT's to be administered in March, May or June.
- (d) Register for the Advanced Placement exams to be administered in May.
- (e) Junior parent night February 25<sup>th</sup>. 7PM

**STOP!!** At this point...

- ... You have had the opportunity to meet with many college representatives at MTHS and the Regional College Fair at County College of Morris.
- ... You have had at least two individual meetings with your guidance counselor.
- ... You have had a group guidance program on college/career planning.
- ... You have taken the PSAT — NMSQT.

**March:**

Start to identify the schools which satisfy your preferences and which are compatible with your academic qualifications.

- (a) Continue to read college-career school bulletins.
- (b) Visit the college and career center for college videos and college/career resources.
- (c) Learn about specific financial aid by reading the Scholarship Guides in the Guidance Office or by using the Naviance computer programs in the media center.
- (d) Talk with friends attending college,
- (e) Visit colleges on-line for a greater understanding of campus life.
- (f) Write or E-mail colleges-career schools for brochures/applications.
- (g) Keep in touch with your counselor as you proceed with the development of your post secondary educational plans.
- (h) Attend guidance planning programs with your parents.

**Spring:****SAT – II'S**

- (a) Refer to the SAT/ACT Test Date Calendar you received in the fall. Note the registration dates carefully. Register directly with Education Testing Service. Booklets and registration materials are available in the Guidance Office.  
NOTE: MTHS CEEB Code Number: **310826**.
- (b) Achievements Tests: If the colleges of your choice require Achievement Tests (SAT II), check the registration packet in guidance or the Guidance website to identify which tests you plan to take and when they will be administered. If you plan to take an SAT II in a subject which terminates in your junior year (such as Chemistry), register for the test in late spring. If the college requires the SAT II for admissions, as well as placement, it may be necessary to take all these tests in the spring or early fall. Discuss this with your counselor. NOTE: Early decision candidates should take the SAT II in their junior year.
- (c) Military Academies: Juniors planning to apply for admission to a Service Academy must see their counselor in early spring. Candidates must contact their Senators or Congressmen, take SATs, and obtain an application from the academy. A Pre-Candidate Questionnaire provided by the academy must be completed at this time. An Academy Night program is conducted at Montville in May.

Attend Post High-School Planning Conference: Individual conferences are held with junior students and their parents in the spring of every year. These conferences are scheduled by your guidance counselor based on input from your parents. It is imperative you attend this session. During this program, the following will be discussed:

- (a) Student Activity Sheet – You should begin developing your personalized activity sheet which will be sent to colleges with your application.
- (b) Student Profile – an outline of your activities, personal qualities and strengths which your counselor will utilize in writing your college recommendation.
- (c) Find out about ROTC scholarships.
- (d) Review the “College Planning Guide for Juniors” distributed by your counselor.

**May — June:**

- (a) When you receive your SAT scores, request an appointment with your counselor for a review of the implications of your scores as they relate to the college selection process. Refine your list of potential colleges.
- (b) Visit colleges to see them in session or write to colleges-career schools to schedule summer visits and interviews. Make reference to the “ABCs of College Planning” provided by the Guidance Department.
- (c) Final exams —These grades have a significant impact on your final grade.

**Summer:**

Visit colleges and career schools. Request application materials. Gather all information on which you will base your choice. Use the internet. Attend summer schools as needed. Continue with a strong academic program and prepare for the fall SATs.

**Senior Year—The Application Process****September:**

- (a) During the first week of school, all seniors are given a copy of their transcript which they are to review to verify courses, credits and college units. **Deficiencies must be corrected immediately.** See your counselor as soon as possible.
- (b) Attend the Senior Orientation program conducted by the Guidance Department. The entire college application and admissions process is reviewed at this time. Students are given a series of handouts to guide them through this process. Meet with your counselor to update your activity sheet and discuss your post-secondary plans.

**STOP!!!**Your post-secondary plans should be well established at this point in time. However, if you have not yet begun the process, take advantage of the fall vacations by

visiting colleges/career schools and sending for applications. Get going! It's never too late.

SATs — If you plan to retake the SATs and/or Achievements (ACTs), register now. Apply for ROTC scholarships at this time.

**October:**

This is a good time to apply. If the college has rolling admissions or an early action policy, it is advantageous to apply now if you are a strong candidate. If you plan to go "early decision", apply now. Watch deadlines carefully. Attend a College Fair with your parents.

**November—December:**

- (a) Retake SAT I if you are trying to raise your scores.
- (b) Deadline for most ROTC scholarship applications.
- (c) Achievement Tests (SAT II): The Achievement Test may be required by the college of your choice. Check the information mailed to you by the college. Register now.
- (d) Pick up a Financial Aid Profile application from guidance. There is a fee for this service, but it will give you a sense of your eligibility for financial aid.

It is to your advantage to get your applications to the colleges by December. As soon as you complete an application, give it to your counselor to process. The Guidance Department processes over 1,300 applications. You must allow a minimum of two weeks for processing. An application that needs to be mailed by the Christmas recess must be submitted by December 1.

**January:**

Prepare and submit the FAFSA immediately after your parents have gathered their income tax figures from the previous year. Forms will be available in the Guidance Office and on-line in January. It is recommended that all students complete a FAFSA since some local scholarships require your FAFSA eligibility number.

If the colleges to which you have applied have requested transcripts of your first semester grades, request that the transcript be sent by the Transcript Secretary. (This is your responsibility.)

You and your parents should attend the evening Financial Aid Workshop sponsored by the Guidance Department. Read "Dollars for Scholars", published each month by the Guidance Department.

**February — March — April:**

Arrange to have your mid-year grades sent to the colleges to which you have applied. As you receive notification from each college regarding your candidacy, advise your guidance counselor and the Transcript Secretary to insure that guidance records may be updated.

**Winter — Spring:**

Keep your grades up! If you have been accepted by a college, the acceptance is subject to a review of your final grades.

**April — May:**

- (a) Inform all colleges to which you have applied as to your decision.
- (b) Contact the Financial Aid office at the school you will be attending to discuss your financial aid package.
- (c) Apply for local scholarships. Applications are available in the main office.

**May:**

- (a) Reply to the college of your choice by the deadline to reserve your place.
- (b) Complete Guidance Survey regarding post secondary plans.
- (c) Complete form to have final transcript sent to the college you plan to attend.

**June:**

Graduation — Good Luck!

## HOW TO STUDY

The Guidance Department conducts a group guidance session early in the school year for all freshmen on developing good study skills. This detailed material presents a variety of study methods and techniques which have proven to be most helpful. Study methods must be learned and practiced. Upperclassmen are urged to review these study methods prior to each semester. Take advantage of this handbook to keep track of your assignments. Academic success goes hand in hand with good study skills and organizational skills. **Graduation Requirements are in accordance with Board Policy 5460 High School Graduation.**

A passing score on all sections of the 11<sup>th</sup> grade HSPA is required.

## DISTRICT GRADUATION POLICY

The Board of Education will recognize the successful completion of the secondary school instructional program by the award of a state-endorsed diploma certifying that the pupil has met all state and local requirements for high school graduation. The Board will annually certify to the County Superintendent that each pupil who has been awarded a diploma has met the requirements for graduation.

### Graduation Requirements

A graduating pupil must have successfully completed the following courses of study:

#### 140 credits:

4 years Physical Education/Health	20 credits
4 years English	20 credits
3 years Social Studies	15 credits
3 years Mathematics	15 credits
3 years Science	15 credits
2 year World Language	10 credits
1 year Fine, Practical, Visual or Performing Arts	5 credits
1 year Career Education, Consumer, Family, Life Skills or Vocational Education	5 credits
Additional Credits in Electives/Majors	35 credits
<b>MINIMUM CREDITS</b>	<b>140 credits</b>

## COURSE REQUIREMENTS

Credit will be assigned on the same basis to all high school courses offered by the Board; the Board may assign additional credit to curricular activities approved by this Board. All courses offered for credit toward a diploma must be at the high school level, and no single course may satisfy more than one of the requirements listed above.

Each course of study required for graduation shall include a statement of the required proficiencies to be mastered by the pupils enrolled in the course. Credit for each required course will be awarded identified. Pupils shall be given every reasonable opportunity to remediate and satisfy failed proficiencies.

Successful completion of remedial courses in English or Mathematics will count toward the total number of credits on the successful completion of the program assigned and satisfaction of the proficiencies required for graduation but will not satisfy the curriculum requirement for English or Mathematics.

## HSPA PREPARATION

Except as provided below for educationally handicapped pupils, a graduating pupil must demonstrate proficiency at or above the state levels in language arts, mathematics, and biology on the state mandated High School Proficiency Assessment (HSPA). A pupil who performs below the state minimum level of proficiency in one or more of the HSPA areas in any academic year will be given a comprehensive evaluation and appropriate

remedial services, based on multiple indicators, (standardized tests scores, grades and teacher recommendations) which may include the development and implementation of an Individual Student Improvement Plan (ISIP). A pupil will be given the opportunity in each academic year to demonstrate mastery of a deficient skill and will be assessed at least once each year until all identified deficiencies have been remediated.

A twelfth grade pupil who has satisfied all other state and local graduation requirements but performs below the state minimum level of proficiency in one or more of the HSPA areas will be provided a special review assessment (SRA), through which the student would be able to demonstrate mastery in the difficult areas. The work completed by the student will be independently evaluated by a review panel of at least three teaching staff members not currently instructing the pupil. This panel would confirm the student has mastered the skills in deficient areas thus satisfying state requirements. This recommendation is then endorsed by the Principal, the Superintendent and the County Superintendent before the Board may award the pupil a diploma. This review procedure is intended to protect pupils who do not test well and shall not be used to excuse unmotivated or careless pupils or to elevate the number of diplomas awarded by this Board.

A person eighteen years of age or older not enrolled in a school who has attended the high school of this district and has met all state and local graduation requirements except the demonstration of basic skills may take the HSPA, at the time and place announced by this or another Board, and, on certification that he or she has passed the test, shall be awarded a state endorsed diploma by this Board.

#### **EDUCATIONALLY HANDICAPPED PUPILS**

In order to graduate, educationally handicapped pupils must meet all the graduation requirements established by State Board Rules and this policy, including minimum proficiency levels on the HSPA, curriculum requirements, and attendance standards, unless the pupil's individualized education program (IEP) exempts the pupil from the requirements and the pupil's exemption has been approved in writing by the Superintendent.

An educationally handicapped pupil may be exempted from either taking or passing the HSPA if the IEP sets goals and objectives that do not include the range of HSPA skills and curricular proficiencies; a pupil may be exempted from taking the HSPA if the IEP established that the pupil would be adversely affected by taking the HSPA. An IEP that does not include the proficiencies measured by the HSPA and the curriculum generally required for graduation must include a rationale for the exemptions and alternate proficiencies required for the pupil's graduation.

An educationally handicapped pupil who has not been exempted from the proficiencies or has performed below the state minimum levels of proficiency in one or more areas on the HSPA shall participate in the Special Review Assessment.

An educationally handicapped pupil who resides in this district and attends a secondary school outside this district may elect to receive a diploma from this Board, provided the school attended is empowered to grant a diploma and the pupil has fulfilled the graduation requirements established by that school.

#### **PUPILS OF LIMITED ENGLISH-SPEAKING ABILITY (ESL)**

Limited English proficient students must satisfy all established credit, curriculum, and attendance requirements to be eligible for the state endorsed diploma. They must also take and pass the state graduation test (HSPA) in grade 11. If they do not pass the test in grade 11, students must retake the test when it is regularly administered until they are able to pass. If, however, by grade 12 they have not passed the state graduation test, but

have satisfied all other graduation requirements, they are eligible for the Special Review Assessment (SRA).

A state adopted special graduation policy for LEP students entering New Jersey schools in grade 9 or later allows for the use of the native language in the SRA process. These students must also take and pass an English fluency test as part of the SRA process to be eligible for a diploma.

### **EARLY GRADUATION**

With permission, students at Montville Township High School are afforded the opportunity to complete school in less than a four-year sequence. Requests for early graduation will be subject to evaluation by a committee consisting of the pupil's guidance counselor, Director of Guidance, and the Principal. Students interested in this type of program should consult their guidance counselors. The deadline for submitting the appropriate form is as follows:

- Three-year graduation: June 1 of sophomore year
- Three-year and summer: June 1 of sophomore year
- Three and one-half year graduation: June 1 of junior year

### **CLASS ELIGIBILITY**

In order to be promoted to a senior homeroom, a student must have earned a minimum of one hundred five (105) credits and must be scheduled for sufficient credits to allow for graduation with the senior class. Students who have failed major subjects in any of the first three years are strongly urged to attend summer school to make up deficient credits. Seniors will receive a status report of all college-credit units on the first day of school. It is the responsibility of each student to take sufficient courses and units for graduation and/or college acceptance. If any deficiencies are noted, see your counselor immediately. Any 4th year student who has not met the full requirements to be considered a senior will be placed in a junior homeroom.

### **SCHEDULES**

All students are scheduled for the following year's program during the spring semester. The program selection must contain the written approval of the student's parent or guardian and counselor. A change in the program selected may be made during the remainder of the year at the written request of the parents. Once the fall semester has begun, students will be expected to follow the schedule provided. All students must maintain a minimum class load of 7 courses per semester.

### **REQUEST FOR ENTRY INTO ADDITIONAL COURSES/MINIMUM COURSE LOAD**

Because of the difficulty of making up work which has been covered in a class, a student may not enter a course after the 10th day of school that the course is in session. In very unusual circumstances, where graduation requirements must be met or a definite hardship would be experienced by the student, the student may request to enter a class by preparing a written petition outlining all the arguments for a waiver of policy. The petition will be reviewed by a committee consisting of the teacher, department supervisor, counselor, and principal; and if a waiver is granted, it will be the student's responsibility to independently complete all back assignments within two weeks of entry or a date stipulated in a contract developed between the student and teacher. In the event of any late entry, the student enters with an incomplete for the work covered and is responsible for make-up work, as stated.

Students are required to maintain a minimum of seven courses per marking period; if withdrawal from one course is granted which drops a student below this minimum requirement, an alternate course will be required. Students who attend Morris County Vocational High School will maintain a minimum of three courses per marking period.

**COURSE WITHDRAWALS**

Students may withdraw from any course without a notation on their transcript before the end of the 20th day of the semester in which the course begins. Students will not be permitted to withdraw from a class after these dates without administrative approval. Students withdrawing with approval will receive a notation of “WP” or “WF” on their transcripts. Grades from any course dropped after the first marking period will carry over to the new course. If the change takes place during the first marking period, the student has the option of getting and incomplete and making up the missed work in the new course, according to the incomplete policy. All course withdrawals must be approved by the parent, teacher, department supervisor, guidance counselor, and Director of Guidance. A student who has been administratively withdrawn from a course will receive a notation of ‘WF’ on his/her transcript. A student who withdraws from a course prior to its completion will **not** receive partial credit.

**STUDENT PROCEDURE FOR QUESTIONS REGARDING GRADES/CHALLENGES**

A student should request a meeting with the teacher to discuss the grade in question. If the problem is not resolved at this level, the student may request a meeting with the teacher and department supervisor. If desired, the guidance counselor and parents may attend. The department supervisor will mediate the problem. In the event that it is not resolved at this level, the student may then appeal to the administration. Questions or challenges of grades must be timely to be relevant. Therefore, no question about or challenge to an assigned grade may be made after the end of the marking period following the marking period in which the grade was assigned. Challenges to final grades must be made by the first full week in September of the following year.

**GRADE POINT AVERAGE**

A cumulative grade point average (GPA) is maintained on all students beginning with the freshman year based on final grades in each course. It is essential that students recognize the importance of GPA in the college admissions process. At Montville Township High School, academic transcripts contain a student’s class rank as well as his/ her grade point average (GPA). In calculating GPA, the converted quality points are multiplied by the number of credits assigned to the course. The resultant course quality points are totaled and divided by the total credits attempted by the student. Thus, the following formula is used:

- 1. Grade, converted to Quality Points (see chart below)
- 2. Course Credits x Quality Points of assigned grade = Course Quality Points
- 3. Divide total Quality Points by attempted Credits

$$\frac{\text{Total Course Quality Points}}{\text{Total Credits Attempted}} = \text{GPA}$$

In computing rank, grades of all subjects are included, with the exception of Physical Education/Health, Remedial Courses and classes taken on a Pass/Fail basis. This system of determining class rank is recommended by the National Association of Secondary School Principals and approved by the Board of Education.

**Grading System and Quality Point Chart**

		<u>AP Courses</u>	<u>Honors</u>	<u>Other</u>
97-100	A+	5.3	4.8	4.3
93-96 (Superior)	A	5.0	4.5	4.0
90-92	A-	4.7	4.2	3.7
87-89	B+	4.3	3.8	3.3
83-86 (Above Avg)	B	4.0	3.5	3.0
80-82	B-	3.7	3.2	2.7
77-79	C+	3.3	2.8	2.3
73-76 (Average)	C	3.0	2.5	2.0
70-72	C-	2.7	2.2	1.7
67-69	D+	2.3	1.8	1.3
63-66 (Below Avg)	D	1.0	1.0	1.0
60-62	D-	.7	.7	.7
Below 60 (Failing)	F	0.0	0.0	0.0

**Honor Roll**

To be eligible for the High Honor Roll, a student must have a numerical average of at least 90% with no grade lower than an "A-".

To be eligible for the Honor Roll, a student must have a numerical average of 87% and have no grade lower than a "B-".

Students must carry a minimum of five graded courses per marking period to be eligible. Although Physical Education and Pass/Fail courses are not included in computing quality point average, the student would not be eligible for honor roll with grades lower than an "A-" for high honor roll and a grade lower than a "B-" for honor roll.

**PASS-FAIL OPTION**

To encourage students to take elective courses for enrichment purposes without jeopardizing their class rank, students may elect to take up to 10 credits per year on a pass/ fail basis. To exercise this option, students must fill out the Pass/Fail Form from the list of approved courses within the first ten (10) school days the class is in session. A student may not elect to return to graded status after that date. (This includes Independent Study.)

A passing grade in such a course denotes satisfactory achievement (A, B, or C). Any marking period grade that falls below this level (D or F) will result in an automatic return to a letter grade and loss of pass/fail status for the entire length of the course.

**SENIOR AUDIT OPTION**

To encourage seniors to take an academic course(s) for enrichment purposes without jeopardizing their class rank, they may elect to take up to five credits during their senior year on a graded, no-credit basis. Seniors may not select a course which is required to meet graduation requirements. The course title and final grade will appear on the transcript; however, no credit will be awarded. The word "audit" will appear after the course title.

To exercise this option, seniors must complete the Senior Audit Option form within the first ten days the class is in session. A change back to a graded status cannot be made after that date. Withdrawals will be handled the same as any other course.

### **SENIOR EXEMPTIONS**

In order for a Senior to be exempt from a final examination, he/she must have a minimum grade of "A" each of the first 3 marking periods, including the mid-term examination. The Senior must also have an "A" for the fourth marking period in the same class one week prior to the beginning of final examinations. This exemption clause does not apply to Advanced Placement classes.

## **ACADEMICS**

### **EXAMINATION POLICY**

Exams will be given by all departments. All exams will be administered in academic and elective courses. Permission may be granted for students to terminate the school year prior to final exams, and final exams may be given at an earlier date with prior permission. If, because of unusual circumstances, a student is absent for the exam, a grade of "Incomplete" will be assigned. (See only Incomplete Policy.) If the exam is a final, the student must contact a member of the high school administrative staff to obtain permission to take a deferred test. Permission will be granted to those students who present a valid excuse in writing for one of the following reasons: Medical problem, death in the family, religious holiday, or serious incident. Deferred testing for students who have obtained administrative approval will take place prior to July 15, the dates to be announced and arranged by the Supervisor. Students must obtain a "Request for Early Exam" form from the Guidance Department, complete the form and submit it to the building Principal for approval. Failure to take the final exam will result in a final grade of F for the course. Students may review their final exams the last day of school. NOTE: A mandatory parent meeting will be held with the administrator when students miss exams for reasons other than above.

### **EXTRA HELP WITH SCHOOL SUBJECTS**

Your decision to seek extra help is most important and should be made at the very first sign of academic difficulty. Since most courses include material which is cumulative in nature, it is not in your best interest to wait until just before a test to seek help. Your classroom teachers are the best source of help since they are keenly aware of the area(s) in which help is needed. The teachers offer extra help but you must take the initiative to arrange for this help. (Since coaches and activity advisors are also concerned about your academic success, you are permitted time to get after school help before reporting to practice, meetings, etc.; however, as a courtesy, you should advise your coach or advisor ahead of time.) After school help is available in all courses, on an as needs basis.

In addition, you may seek help in a resource center during your free period, or take advantage of the tutoring service offered by the National Honor Society (see your counselor for details).

Remember, also, the group guidance meeting on "How to Study". The handout materials you received should be re-read periodically.

For you to be successful, you must accept responsibility for your academic performance, recognize when you need help, and then ask your teacher(s) for it. If you run into difficulty trying to get help, please see the Department Supervisor, your Guidance Counselor or the Principal directly.

### **HEALTH/PHYSICAL EDUCATION DEFICIENCIES**

Students who fail Health or Physical Education must make up the deficiency in a summer school program immediately following the school year in which the failure took place.

### **HOMEWORK POLICY**

Homework is considered to be an integral part of the curriculum at Montville Township High School. At a secondary level it should be understood that homework is assigned in most subject areas. Due to the performance nature of technology, physical education, music, art and career education, homework will be assigned when appropriate. Business education, social sciences, language arts, mathematics, science, and world language courses require homework for a minimum of two hours in each subject per week (See Board Policy #2330)

### **THE IMPORTANCE OF HOME PREPARATION**

Homework falls into two categories: written reinforcement and study. In order for the learning process to take place, the material that a teacher presents in class must be reviewed, studied, and "practiced" (written work) at home.

It is essential that a student be well prepared for class in both areas. Without preparation, the student cannot be an active participant in classroom discussion and will often find it difficult to absorb the subject matter being taught.

### **SUGGESTED STUDY HABITS**

1. Set aside a "quiet time" for homework which is convenient for the family. It can be anytime, but should not be very late in the evening.
2. Television, radio, etc. should not be on while homework is being done. A student will get more benefit from one hour of concentrated homework a night as opposed to four hours in front of a television set.
3. Homework should be done every night, either written or study. This does not mean that each teacher gives an assignment. It is expected that students are re-reading stories or chapters, re-doing or going over notes, re-working math problems, and jotting down questions for areas which are not clear to them. Notebooks and textbooks should go home every night.
4. Parents should know the due dates and status of long-range assignments, book reports, term papers and projects. Look at your child's books and notebooks. You should be very aware of the sequence of his/her courses.
5. Study should be constant and consistent, a little at a time. Studying a short amount of time each day keeps the student alert to the material in class and prepared for tests. It is much easier to retain the material in this manner than trying to study everything the night before a test.

### **SUGGESTED PARENTAL INVOLVEMENT**

1. It is easy to assume that high school students are responsible enough to complete written assignments and to study when they have to. However, classroom experience shows that this assumption simply is not true. Parents should check written assignments for their completeness and have a clear understanding of the sequence of study assignments. Students should be encouraged to use this planner throughout the school year.
2. Written homework should be legible, neat, well organized, and should show a logical sequence. This enables the student to see and understand the work more easily and is a tremendous aid to study.
3. If notebooks or written assignments are sloppy or disorganized, the parent/guardian should encourage the student do it over.

4. Encourage and expect the best from your child. The best is not necessarily the same for each student. Accepting anything less than his/her best is to limit the greatest potential each child can achieve. When checking homework, ask yourself, "Is this the best he/she can do?" If so, lend your support and encouragement. If it is not, help them to see their faults and to try harder until the best is achieved.
5. There should be no "off" nights for homework. The four years of high school are critical learning years. Do not accept the statement, "I have no homework".

### **INCOMPLETES**

Incomplete grades are given only in cases of extended illness or personal or family crisis. An incomplete grade should not be given to a student simply because he/she failed to complete the necessary work on time. A student who has not completed sufficient work to pass the course should receive a failing grade. The maximum time allowed for completion of incomplete report card grades is ten school days from the end of the marking period. If the student fails to submit the required work within the ten school day period, the grade of "0" (Zero) will be given to these assignments and averaged into the student's marking period grades to arrive at a final average.

Incomplete grades will carry a value of "0" if ranking is done before the grades are changed. Since deferred exams, administered during the summer, may not be graded until the second week in September, fourth and sixth semester class rank could be adversely affected by failure to take exams at the appropriate time. Ranking will not be held up to accommodate students with incompletes.

### **INDEPENDENT STUDY PROGRAM**

The Independent Study Program is designed for a student who is self-motivated, works well with a minimal amount of supervision, and demonstrates the desire and interest to pursue a course of study in a subject area not offered in the high school curriculum. Under the guidance of a faculty advisor, each student participates directly in the planning and development of a personalized educational experience. As a result, the Independent Study stimulates creativity, independent research, and the ability to plan, organize and evaluate a self designed project. Because of the nature and flexibility of this program, final grades are reflected on a student's transcript but are not calculated in a student's grade point average. Therefore, such an endeavor would not affect a student's class rank. Students are limited to one Independent Study (maximum 5 credits) per year. Should this program be graded on a Pass/Fail basis, it would count as part of the 10 credit limit stated in the Pass/Fail Policy.

Any student interested in pursuing Independent Study should first discuss the plans with his/her counselor. Each student must also secure a teacher who will act as teacher-advisor.

The student will be required to meet with the Principal for approval of the project before the project may be started.

There are two additional program options offered to students. The first is titled Option ii and the other is Middle College Program. Please find the description of both programs below:

### **OPTION ii PROGRAM**

In order to maximize student achievement, Montville Township High School encourages students to take alternative learning experiences that are stimulating and intellectually challenging beyond the traditional classroom. Option ii of the high school graduation requirement allows local school districts to design/approve educational experiences that serve as an alternative to traditional instruction and provide meaningful experiences that

support student achievement. This program allows students to obtain credit for learning experiences outside of the traditional classroom environment. Some of these experiences may provide real-world connections not available in the school setting. Other learning experiences may go beyond what the traditional high school can provide, allowing students to participate in research, international study, or college level work. Any student interested in pursuing Option ii credit(s) should contact his/her guidance counselor for an application.

### **SENIOR WORK-STUDY**

The Senior Work-Study program is new for the 2009-2010 school year. The purpose of the program is to permit senior students that are currently meeting their high school graduation requirements (including their senior year) an opportunity to explore an employment experience, enroll in college courses and/or complete a community service endeavor. The guidelines for the program are listed below:

- 1 Only seniors will be allowed to participate in the Senior Work-Study Program.
- 2 Students must be present for four (4) periods before leaving for work. Depending on the availability of courses, the Senior Work-Study could be scheduled in the AM or PM.
- 3 Students opting for Senior Work-Study must complete the application forms and return by the last day of school in that particular year.  
Students must have working papers on file in the guidance office.  
Students participating in an athletic program will not be permitted to participate in the Senior Work-Study program during that particular season

Students enrolled in Senior Work-Study must maintain a 77 average in all scheduled courses in order to continue to participate in the program. The Department of Labor supports the school system in allowing the Principal of a school to revoke working papers immediately if the Student's educational program is negatively impacting student success in school.

- 4 Students are not allowed to loiter in the building or on school property when participating in the Work-Study Program.
  - 5 Students who become unemployed and want to return to school, will be assigned a Study Hall
  - 6 Students are required to sign in and/or sign out everyday in the main office
- Applications for the Senior Work-Study are available in the guidance office

### **MIDDLE COLLEGE PROGRAM**

The Middle College Program is a cooperative program with Fairleigh Dickinson University. This program grants college credit for college level high school courses taught by qualified high school faculty. This means MTHS students would be eligible to receive not only high school credit for taking certain MTHS courses, but also would be eligible to receive college credit from FDU for the same courses. MTHS courses that have been submitted for consideration as college level include, Marketing, Accounting I and II Honors, Pre-Calculus Honors, Calculus Honors, Probability and Statistics, Humanities I and II, Asian History Honors, World History/Cultures Honors, Anatomy and Physiology, and Physics Honors. Once notification is received from FDU as to which courses qualify for the program, registration information will be provided to parents.

### **MAKE-UP TEST/WORK**

Students who are absent for valid reasons are responsible for making up work missed during absences. The student is allowed one school day for each day absent to make up any work missed. If a student is present in school, but is absent without authorization from a class where a test is given, the right to make up the test is forfeited, and a grade of "0" (Zero) will be assigned for the test. All make-up work/tests must be completed five days before the end of each marking period.

Seniors must submit make-up work ten days before the final examination period. Normal class work assigned during the ten days prior to the final examination period must be turned in before the exam is taken.

### **NATIONAL HONOR SOCIETY MEMBERSHIP CRITERIA**

Membership in the National Honor Society is recognized nationally as one of the highest honors that can be bestowed upon a high school student. It is both an honor and a responsibility. Students elected to membership are expected to demonstrate the qualities of scholarship, service, leadership, and character.

Eligibility is open to those students in the eleventh and twelfth grades who meet all the requirements for membership as stated below and who have been elected by the faculty selection committee (students may not apply for membership).

To be eligible for membership consideration, juniors and seniors must have a cumulative quality point average of 3.75.

#### **Leadership**

The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions.
- Demonstrates leadership in promoting school activities
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding
- Demonstrates leadership in the classroom, at work, and in school activities
- Is thoroughly dependable in any responsibility accepted

#### **Service**

The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude.
- Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor or disadvantaged; family duties.
- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Cheerfully and enthusiastically renders any requested service to the school.
- Is willing to represent the class or school in inter-class and inter-scholastic competition.
- Does committee and staff work without complaint.
- Shows courtesy by assisting visitors, teachers, and students.

### **Character**

The student of character:

- Takes criticism willingly and accepts recommendations graciously.
- Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability).
- Upholds principles of morality and ethics.
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability.
- Shows courtesy, concern, and respect for others.
- Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom.
- Has powers of concentration and sustained attention as shown by perseverance and application to studies.
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
- Actively helps to rid the school of bad influences or environment.

### **TERM PAPER POLICY**

All papers, whether typed, computer printed, or handwritten, should be neat and legible. We cannot insist that all papers be typed. We cannot grade papers of equal merit differently because one is typed and one is not. Students are expected to submit all term papers when due. If a student is absent on the day a term paper is due, full credit may be received by:

1. Sending the paper in with someone else so that the paper arrives in the teacher's hand during the first period.
2. Mailing the paper so that it is postmarked before 8:30 a.m. on the due date. Penalty: one grade lower for each day late.
3. Students who are absent from school to work on research papers are absent from school illegally. Students are expected to organize their time.

### **TWO-F-POLICY**

In a semester course, a student who receives a grade of "F" for the final marking period and a grade of "F" for the final exam will be assigned a grade of "F" for the course, regardless of the grade achieved during the first marking period.

### **FOUR-F-POLICY**

A combination of four (4) "Fs" in any of the six grading periods (MP 1, MP 2, Mid-Term Exam, MP 3, MP 4, and Final Exam) will mean automatic course failure, regardless of the grades earned in the non-failing marking periods.

### **THREE-F-POLICY**

In a full-year course, a student who receives a grade of "F" for the third and fourth marking periods and a grade of "F" on the final exam will be assigned a grade of "F" as a final grade, regardless of the grades achieved for the first and second marking periods. In Physical Education, a final grade of "F" will be assigned if the student receives a grade of "F" for the third and fourth making periods, regardless of the grades earned during the first and second marking periods.

## **WORLD LANGUAGE HONOR SOCIETIES**

### **French, Italian and Spanish Honor Societies:**

These are prestigious national and international academic honor societies. Their purpose is to recognize high achievement of high school students in the French, Italian, and/or Spanish language(s) and to promote continued interest in its culture(s). Membership in the Societies is bestowed to students who are members of the junior or senior class, have a cumulative average of 3.3 in college preparatory, honors, or advanced placement courses and a cumulative average of 3.7 in the target language. In addition, academically eligible students must possess qualities of leadership, seriousness of purpose, cooperation, honesty, service and commitment to others. Students with a record of disciplinary or legal infractions, including, but not limited to, plagiarism or cheating will not be considered for induction or continued membership. Only active members, who continue their study of the target language through their senior year and who have maintained eligibility, will be considered for academic recognition (ie., awards, honor cords, scholarships, etc.) Société Honoraire de Français, la Società Onoraria Italica, and La Sociedad Honoraria Hispánica

Juniors and seniors displaying academic excellence in three years of World Language study are eligible for induction into the French, Italian and/or Spanish Honor Society. Criteria for selection is based upon average in the language as well as overall G.P.A. Eligible students are to pick-up an application form from their World Language teacher.

### **STUDY HALL**

Study Hall may be scheduled by students, as a scheduling option, provided they are accumulating an adequate number of credits annually toward successful completion of their graduation requirements. Two levels of Study Hall exist. Students who maintain high behavioral standards and a cumulative GPA above 3.0 or higher are permitted to schedule a less restricted study hall in the cafeteria. Quiet study is scheduled, in a regular classroom, for students who maintain a cumulative GPA below 3.0, and/or require a more structured environment, or for students who prefer a quieter environment. GPA and behavioral requirements are evaluated on a semester basis.

## **ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

### **EXPECTATIONS**

The Montville Township School District takes great pride in providing the necessary elements needed to produce quality extracurricular experiences for its students. Students who serve as members of these clubs, activities and athletic teams have a responsibility to their school and community to present themselves in an exemplary manner, both in appearance and behavior while in school and the community.

### **ELIGIBILITY FOR PARTICIPATION IN ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

The Board of Education recognizes the value of a program of athletic and co-curricular activities as an integral part of the total school experience. Games, activities and practice sessions provide opportunities to learn the values of competition and good sportsmanship. They also provide an opportunity for career and educational development. For purposes of this policy, the program of athletic competition includes all activities relating to competitive sports contests, games, events, or sport exhibitions involving individual pupils or teams of pupils of this district when such events occur within or between separate schools within this district or with any schools outside this district. A pupil who wishes to participate in athletic competition must submit, on a form provided by the

district, the signed consent of his or her parent or guardian. The consent of the parent or guardian of a pupil who wishes to participate in interscholastic athletics must include an acknowledgment of the physical hazards that may be encountered in the sport.

A pupil in grades 9 through 12 is eligible for participation in co-curricular activities or athletic competition if he or she has:

1. Demonstrated satisfactory attendance by maintaining a record of 90% attendance in the semester preceding the commencement of the activity.
2. Passed 17.5 credits required for high school graduation, each semester, and 35 credits required for graduation each year.
3. Maintained a 1.75 cumulative quality point average. (Calculation is based on all graded subjects.)

If a student is eligible at the start of the sports season, he/she remains eligible for the entire sports season regardless of his/her grades at the end of the marking period.

No pupil who has been absent for a school day may participate in an athletic competition or extra-curricular activity scheduled for the afternoon or evening of that school day or for a weekend activity following his or her absence on the last school day before the weekend. To be considered in attendance, a student must be present for at least half the day.

The Board adopts as Board policy the rules and regulations of the New Jersey State Interscholastic Athletic Association and shall review such rules annually to ascertain that they continue to be in conformity with the objectives of this Board.

Good physical condition, freedom from injury, and full recovery from illness are prerequisites to participation in athletic competition and practice for such competition. A candidate for a place on an athletic team or squad must receive a medical examination conducted by the school medical inspector or the designated team doctor, if any, not more than sixty days prior to the first practice session in each sport in each school year, except that a pupil who has sustained no serious injury or illness in the interim may be given a physical assessment of a more general nature prior to his or her participation in additional sports during the school year.

The school nurse shall review the school medical record of each pupil athlete and shall conduct blood pressure, blood, and urine tests as appropriate. Athletic coaches shall report to the school nurse any pupil athlete who appears to be unduly fatigued, out of breath, or otherwise disabled. Reports of physical examinations and assessments shall be filed in the pupil's medical records.

The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in the program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Superintendent shall prepare rules for the conduct of pupils participating in co-curricular activities or interscholastic athletics that will conform to rules of the State Board of Education, the New Jersey Interscholastic Athletic Association, and the Northwest Jersey Athletic Conference.

APPEALS: In any and all cases in which a student is found ineligible for participation in athletic activities, or co-curricular activities, he/she may appeal directly to the building principal or his designee.

#### **NJSIAA STEROID TESTING POLICY**

Please refer to Montville Township High School Drug Policy which includes a complete explanation of the mandatory NJSIAA Steroid Testing Policy. (Page 33)

### **SENIOR ATHLETES**

If you are planning to apply to college as an athlete, you must consult both your guidance counselor and your coach. Ask your counselor for a copy of the Guidance Department Guidelines for Athletes and for a record release form for your coach. NCAA Colleges require a minimum of either a 2.5 GPA and 820 combined SAT I or a 2.0 GPA and a 1010 combined SAT I to be eligible to participate in college sports. If the student took the ACT, they need a 2.5 GPA with a score of 68 or 2.0 and a score of 86.

### **ELIGIBILITY FOR COLLEGE ATHLETICS**

1. National Collegiate Athletic Association requires that student-athletes must meet stringent academic requirements during high school to be eligible for practice and competition during the first academic year at a NCAA institution.
2. The requirements consist of a minimum number of core courses, grade point average and SAT I scores. Specific details regarding these guidelines can be found at the NCAA website which can be accessed through the guidance website, [www.Montville.net/highschool/guidance](http://www.Montville.net/highschool/guidance).
3. All students who plan to play a sport at a Division I or II college must submit a NCAA Initial-Eligibility Clearinghouse Form. (See your counselor for details)

### **PHILOSOPHY OF THE COACHING STAFF**

We believe that the purpose of training rules for the interscholastic athlete is to aid the athlete in the formation of a strong moral character and in sound preparation for life. We believe that all interscholastic athletes should be treated the same, and that all interscholastic athletes are expected to abide by training rules throughout the school year and not just during the season of participation.

We also feel that it is a privilege to be a member of an interscholastic team representing Montville Township High School.

All coaches have set policies regarding proper training habits for their particular sport. Although sports differ in themselves, coaches have a common stand on the following ideals for Montville Township High School athletes:

The athlete should maintain a style of championship living which would include good eating habits, regular sleep, no gambling, drugs, drinking or smoking, and adherence to TRAINING RULES set forth by the coach.

Athletes are to avoid parties where drinking, smoking or the use of drugs is taking place. Guilt by association is quite often the result. Coaches will explain to players what is expected of them as a citizen in the community, in school, and as athletes representing Montville Township.

No student will receive a letter or be permitted to go out for another sport until all equipment has either been turned in or paid for. The head coach will verify the turn in. In order for a student to be eligible for participation in athletics, he or she must be in school no later than 10:00 a.m. on the day of the activity. Absences on a practice day without a note may, at the discretion of the coach, result in benching.

### **CLUBS AND ACTIVITIES**

It is the philosophy of the school for students to “round out” their high school experience by participating in athletics, clubs or other activities. Extracurricular activities are supervised by interested members of the faculty who take pride in providing a meaningful athletic, social, or co-curricular experience. These activities present opportunities to participate in both competitive and non-competitive organizations. Students' emphasis may be on the physical, social and/or intellectual aspects of the program. In an effort to promote student involvement in clubs, a club fair is held in September during lunch period.

**Athletic Teams/Activities**

Baseball  
 Basketball–Boys, Girls  
 Cheerleading  
 Color Guard  
 Cross Country-Boys, Girls  
 Field Corp (Marching Band)  
 Field Hockey  
 Football  
 Ice Hockey  
 Soccer-Boys, Girls  
 Lacrosse-Boys, Girls  
 Softball  
 Swimming-Boys, Girls  
 Track- Boys, Girls  
 Volleyball- Girls  
 Wrestling  
**Student Government**  
 Student Activities Council  
 Senior Class Officers  
 Junior Class Officers  
 Sophomore Class Officers  
 Freshman Class Officers

**Clubs/Activities**

Academic Decathlon  
 Art Club  
 Astronomy Club  
 Bowling Club  
 Chamber Ensemble  
 CHEF Club  
 Chess Club  
 Chorus  
 Computer Club  
 DECA  
 Drama Club (Spring Musical)  
 Earth Club  
 Fall Play  
 FIRST Robotics  
 Forensics  
 Future Business Leaders  
 Future Educators Association  
 Habitat for Humanity  
 History Club  
 INTERACT  
 International Concerns  
 Junior Statesmen of America  
 Key Club

Mock Trial  
 Make-a-Wish  
 Math Club  
 Men’s Ensemble  
 National Honor Society  
 Operation Smile  
 PAL Program  
 Podium (Newspaper)  
 Project Link Up  
 SADD  
 SAT Program  
 School of Rock  
 Science Club  
 Science Olympiad  
 SMAC  
 Tapestry (Literary Magazine)  
 Varsity “M” Club Unity  
 Video Club  
 Volleyball Club  
 Women’s Ensemble  
 World Language Honor Societies  
 Yearbook (Traces)

**ATTENDANCE****EXPECTATIONS**

Regular and punctual attendance is essential to the successful completion of a course of study, and pupils are expected to be present in every scheduled class except if their attendance is excused in accordance with Board Policy Nos. 5200 and 5240. A pupil absent from a class more than ten percent of the days on which the class meets shall not receive credit for that course. N.J.S-A18A:7C-1 et seq.; 18A:35-1, 35-5, 35-7; 18A:36-17 N.J.A.C. 6:8-6.2, 8-7.1; 6:27-1.3, 27-1.13; 6:28-4.4

**ARRIVAL AND DISMISSAL**

**Morning Arrival** - Students are to allow adequate time prior to the start of school to visit their locker and organize their day. Frequent visits to lockers are not allowed and take time away from instruction. Students are to report to their assigned homeroom promptly by 7:30 AM. Students who drive to school should allow extra time during inclement weather. Students will not be admitted to homeroom, and must report to the late table, if they fail to arrive prior to the bell.

**Afternoon Dismissal** – Students are dismissed promptly at 2:20 PM and must leave school grounds unless they are attending a scheduled school activity. These activities include, but are not limited to team sports, clubs, school sponsored events, and extra help. Students who are not participating in such events are not permitted to loiter on school grounds.

### **LEGAL EXCUSES FOR ABSENCE**

It is the parents' responsibility to see that a student meets the legal attendance requirements. It is the parents' responsibility to realize that good attendance goes hand-in-hand with good academic achievement. Excuses recognized by the NJ State Department of Education for absence from school are:

- a. Personal extended illness (3 or more consecutive days of illness documented with doctor's note)
- b. Death in the immediate family
- c. Religious observance as defined by the state. A list of excused religious holidays is available in the main office in each of the district schools.

College visits are not legally excused by the state; however, a note documenting the visit should be handed in to the attendance office for the record. Time away from school to obtain a driver's license or permit is also not excused.

### **REPORTING AN ABSENCE**

Parents must call the nurse's office (ext. 2609) in the morning to report an absence. Students are not permitted to call in their own absence. All students are required to submit a note to their homeroom teacher explaining the reason for their absence the day of their return to school.

### **DOCUMENTING EXCUSED ABSENCES**

Documentation verifying excused absences must be submitted to the attendance office prior to the end of the marking period in which the absences occur. Medical documentation is kept with the student's health records in the nurses' office. The attendance office and school administration reviews documentation explaining absences to determine potential loss of credit. (See also: Vacation Policy and Loss of Credit)

### **TARDY / LATENESS POLICY**

Students who are late to class and/or school are disruptive to the teaching and learning process. Considering this, all students are expected to arrive punctually to school and to all of their classes. Any student who reports to school late and fails to sign-in will be considered absent and will receive consequences.

1. Any student arriving late to school shall be required to report to the late table sign-in. Failure to do so will result in disciplinary action.
2. Any student who is late because of a bus problem shall be excused. All other lateness shall require students to obtain, in writing, the reason for the lateness.
3. Unexcused lateness shall result in progressive disciplinary measures.
4. The parent/guardian of the late student will be informed through the attendance office of repeated violations.
5. Notes **do not** excuse absences/tardies. They are explanations for the absences/tardies.
6. If a teacher detains a student after class, the student is to secure a pass from that teacher to be allowed entry to the next class.
7. If a student is late for class without a pass, the student should be admitted to class and assigned a teacher detention.

### **EARLY DISMISSAL and LATE ARRIVAL**

When early dismissal of a student is required, a note is to be handed to the Homeroom teacher who will submit it to the attendance office for verification. If the student is signing himself or herself out, they must present the note to their homeroom teacher. If a student is tardy, they should present the note to the attendance office upon their arrival.

The parent or legal guardian must call the attendance office in the morning to confirm the student's early dismissal. If no phone call is received, the parent or legal guardian must come into the main office to sign out the student.

Students must have 4 hours of instructional time to receive credit for a full day, and 3 hours of instructional time to receive credit for half a day. If a student leaves school before 12:30PM, they will only receive credit for half a day. If they sign out after 12:30PM, they will receive credit for the day; however, they will not receive credit for the classes they are missing.

Students must arrive by 9:20AM in order to receive credit for the day. However, they will not receive credit for the classes missed. Any student arriving after 9:20AM will only receive credit for half a day. Students must have 4 hours of instructional time to receive credit for a full day, and 3 hours of instructional time to receive credit for half a day.

Students must be in attendance for a half day in order to participate in sports or extra curricular activities unless they have been excused by the Administration.

### **LEAVING SCHOOL EARLY DUE TO ILLNESS**

Students leaving school early due to illness must report to the nurses' office. Parent contact will be initiated by the school nurse. Student attendance records will be noted when a student is dismissed by the nurse for medical reasons. Students are not permitted to contact their parents via cell phone.

### **LOSS OF CREDIT**

All students are required to attend school during all days and hours that school is in session. Students enrolled in any class will be required to attend the class on a regular basis regardless of whether the student needs the credit for graduation or not. Failure to do so will be cause for suspension. Students who are absent from class for more than 10% of the days that class is in session will not receive credit for the course. (See: Graduation Policy). Based on a calculation of instructional minutes and the rotating schedule observed by Montville Township High School, a student will not receive credit for a course if they accrue absences in their classes as follows:

Full year course	14 or more absences
Half year (semester) course	7 or more absences
Physical Education course	11 or more absences
Quarter course (Health course)	4 or more absences

Absences from classes will be audited by the school administration. A form letter will be mailed to parents apprising them of cumulative absences. Parents and students are asked to closely monitor class and daily attendance. Seniors who exceed the maximum number of allowable absences in courses required for graduation, such as Health or Physical Education, will lose credit for the course and may not graduate with their class. Daily attendance may be viewed through the Genesis Parent Access Portal.

### **VACATION POLICY**

The following policy statement has been issued by the Board of Education of Montville Township concerning vacationing students: "The school board and administration believe that uninterrupted school attendance is vital to the success of each pupil and to the orderly and efficient operation of the school program. Further, the school board and administration support state law requiring...the regular attendance...during all the days and hours that the public schools are in session in the district...18:38-26." Therefore, the taking of student vacation during any time that school is in session is discouraged. The school board and administration shall adopt and publish the annual school calendar well

in advance of the opening of school in order to provide families with the opportunity to develop vacation plans which do not interfere with regular school attendance. Student absence for vacation will be treated as an unexcused absence. Teachers will not be expected to extend their normal work day to provide remediation or to administer tests for vacationing students. The child's teacher will not be required to repeat lessons which were given during the vacation period.

If parents deem it necessary to remove students from school, a "Notification of Extended Absence" form must be completed in advance, and submitted to the attendance office prior to the absence. This form can be obtained in the Main Office. Teachers have the option to provide information in the general areas of subject matter to be covered during the period of absence, but specific assignments will be available only if written lesson plans have been made. It is suggested that vacationing students request a classmate take notes, record assignments and obtain extra copies of materials distributed. It is further recommended that parents obtain private remediation and/or tutoring to cover the period of absence, if such extra help is needed.

#### **SEPTEMBER ARRIVAL**

In September, any student failing to report to school within three days of the school opening date without previously notifying the school will be dropped from the rolls. If a student is not returning to school, due to a move or transfer to another school, etc., it is the responsibility of the parent to formally withdraw the student through the Montville Township High School Guidance Office. Only after a student has formally withdrawn from the Montville School District, may transcripts and other academic documents be forwarded to another school or school district.

### **SCHOOL PROCEDURES**

#### **CANINE SEARCHES**

MTHS reserves the right to conduct suspicionless searches as part of the Morris County Prosecutor's Office PROCEED Program. The Montville Township Board of Education has given the school authorities permission to invite drug-scent dogs to conduct suspicionless inspections of school property. Subject to inspection are lockers, handbags, purses, backpacks, vehicles, other portable containers and outer clothing removed from students. Students may be ordered to vacate a room and leave their outer clothing and other possessions behind as part of the unannounced random suspicionless search using drug-scent dogs. The school reserves the right to use other drug-detection techniques in addition to scent dogs, wherever the Administration deems necessary.

#### **DRIVING PRIVILEGES**

Driving privileges are restricted to SENIORS. Parking decals must be procured in the office. Parking decals are distributed at a fee to be determined by the Board of Education. Parking decals will be issued in a priority order.

1. Failure to drive safely or parking in the faculty parking lot will result in revocation of the parking privilege.
2. Parking is a senior privilege, not a right, and may be revoked by the administration for disciplinary reasons.

Students should be aware that Montville Township Ordinances are in effect. These ordinances permit any student parking in the faculty parking area to be towed away at the owner's expense. Any student parking in the student parking lot without the proper parking decal will be towed away at the owner's expense. Any student who parks their

car improperly, that is, not within the proper lines, will be towed away at the owner's expense.

### **EIGHTEEN-YEAR OLD POLICY**

A student eighteen years of age is entitled to adult privileges. The law changes the student's status in school only, in that the student, rather than the parents, is responsible for his/her actions. The student must obey the school rules and regulations, including the rule concerning the leaving of school during the school day. Any rule of practice which is appropriate to the orderly and productive administration of the school community may be applied. Whether a student is under eighteen years of age or older, the student may be held accountable in terms of grades, disciplinary sanctions, or otherwise for his/her attendance, conduct, and performance in school (Ch 81 P.L. 1972 as interpreted by the N.J. Attorney General).

**NOTE:** The school recognizes the involvement, interest, and obligations of parents or adult-dependent students. The term "dependent", as defined by the college scholarship service, is applied to students (including adults) who:

1. Did or will live with parents for more than six weeks in the current and previous year.
2. Was or will be claimed as an income tax exemption by parents during the current and previous year.
3. Receives or will receive more than \$750 in support during current and previous year.

### **EVACUATION DRILL**

New Jersey State Law dictates that every school must hold evacuation drills during the school year. Exit directions for each room in the high school are posted. These directions deal specifically with the route each class will follow during the drill. If you have any questions regarding this route, please check with your teacher.

An evacuation drill is SERIOUS and is NOT to be construed as anything but an earnest effort to protect all members of the student body and staff of this high school:

1. At the sounding of the alarm, all students and teachers will proceed to leave the building and follow the route prescribed in the directions.
2. There MUST be absolute silence from the beginning of the drill until its completion.
3. Upon leaving the building itself, teachers and students report to their assigned staging areas. Students are to keep off roadways. Students must remain with their staging area teachers so that attendance may be taken.
4. All classroom doors are to be closed and locked.
5. Students will NOT go to their lockers before leaving the building.
6. Classes will NOT re-enter the building until notified through the outside speakers of our P.A. system.
7. Any student who refuses to comply with any drill regulation will be referred to the office IMMEDIATELY.

### **HOME INSTRUCTION**

If a student will be absent due to illness for more than two weeks, the parent may request that home instruction be provided. A written request from the parent and a medical note giving the diagnosis, length of absence, and restrictions, if any, must be delivered to the school nurse who will initiate the request within the school. This paperwork should be submitted to the nurse at the end of the first full week that the student is absent.

### **LOCKERS**

**Academic (Hallway) Lockers** - Lockers are assigned to each student at the beginning of the school year. They are to be locked and kept clean at all times. Food should never be

stored in a locker for more than one day. Students may not open their lockers after a class period has begun.

**Physical Education Lockers** – Students are issued lockers for Physical Education at the MTHS School Store, or students may use the lock they purchased at Lazar Middle School. Students must be conscious of their valuables and are responsible for securing them in their locker.

**Athletic/Team Lockers** – Academic/Team lockers are assigned at the beginning of each sport season. Students are to use team lockers for team purposes only. Student access to these lockers is limited. Team lockers should not be used to store books and academic materials for use during the school day.

No pictures are to be placed on the outside of the lockers. No writing of any kind is permitted on either side of the locker. Lockers are school property on loan to students and, as such, students are responsible for their being kept in good condition under normal circumstances. Any damage caused by the user directly or by neglect will become the responsibility of the user. The school reserves the right to open and inspect lockers at any time.

### **MEDIA CENTER PROCEDURES**

1. The Media Center is open from 7:00 a.m. to 3:00 p.m.
2. During the regular periods of the school day, all students using the media center must sign in at the desk. All students leaving the media center must sign out as they leave.
3. Students wishing to spend their free period studying in the media center must report first to their regularly assigned study hall, sign in, and pick up a pass. Such students then come to the media center, sign in there, and remain until the end of the period.
4. The media center will be open during the lunch period.
5. Students will use school ID cards as library cards.
6. Books are signed out for two weeks and may be renewed for two more weeks. Additional renewals are at the discretion of the librarian. Magazines are signed out for three days. Borrowing rules will be posted in the media center and are to be observed. Keeping track of the due dates of library books is the obligation of the individual who borrowed the book. Late fines will be assessed for overdue books at 10 cents per day for books and magazines. Students will not be permitted to take exams until all obligations have been met.
7. Students with media center obligations still outstanding from the previous semester may not use the media center again until those obligations have been cleared up. (See also: Student Obligations Section.)
8. Quiet must be maintained at all times. Students who do not comply with this rule will have their media center privileges suspended.
9. Students may use the media centers resources during study periods and after school. All students must sign in at the desk. A Check Point security system operates in the High School Media Center. This is part of an ongoing effort to improve service for students and faculty. The system insures that all books and materials leaving the Media Center have been properly signed out. Attempts to by-pass the system will result in disciplinary action.

### **MEDICAL**

The Nurse's Office is located in the rotunda area. Students will be admitted with a written pass only. All accidents and illness, no matter how trivial, must be reported to the nurse at once by staff and students.

The nurse arranges for all athletic physicals, and conducts routine health screenings; i.e., scoliosis, hearing, vision, etc. In addition, the nurse verifies health records on each enrollee as well as initiates requests for home instruction.

Students who are physically incapable of participating in physical education are still required to meet written course requirements. It is the responsibility of the student to have an updated emergency card on file in the Nurse's Office.

Over-the-counter medications will be allowed to be dispensed by the school nurse. Permission forms must be completed and all medication must be delivered in the original sealed container. The following medications are approved: Tylenol, Motrin and Mylanta. If you require daily medications, your doctor as well as your parent must sign a form and the prescribed medication must be delivered to the school nurse in the original container. Students may carry medication for asthma or other life-threatening illnesses, with parent and physician written approvals.

All doctor notes and excuses must be presented in the original form. Acceptable notes are those from medical doctors, nurse practitioners and physician assistants. Chiropractor and physical therapy notes will only be accepted for injuries related to that practice. All extended physical education excuses must be renewed every sixty days. The nurse, physical education teacher, and the Director of Physical Education will review all medical notes related to modified or extended physical education excuses. In addition, excuse notes related to health for any other reason must also be renewed every sixty days. Parent/guardian signatures will be required for all health-related information to be confidentially shared among school staff. School staff consists of substitute nurses, the Principal, classroom teachers and aides.

#### **NON-RESIDENT STUDENTS**

Non-resident students whose parents or legal guardians are not residents of the Montville district will be required to either transfer to their home districts or pay appropriate tuition to the Montville district. Any individual requesting placement of an out of district child should be made aware of the consequences of filing inaccurate data. According to the New Jersey Statute Title 18A:38-1 "support must be provided gratuitously and a sworn statement must be filed acknowledging the guardianship of the child." Title 18A:38-1 also states "(c) Any person who fraudulently allows a child of another person to use his residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his child to a person in another district commits a disorderly person's offense."

#### **PASSES**

##### **Tardy Passes**

Tardy Passes are issued by the late table for students who arrive late to school. Students who arrive to their home room after the late bell are considered to be late to school. These students should not be admitted to homeroom and should be directed to the late table for a tardy pass.

##### **Hallway Passes**

All students who leave a classroom are required to have, on their person, a completed and signed "green" student pass from their classroom teacher. It is the responsibility of the student to request a pass prior to leaving any room and to return the pass to the teacher upon returning. Students are required to keep the pass on their person, in plain view, while they are out of the classroom.

1. If a student is detained after class by a teacher, the student is to secure a pass from that teacher to be allowed entry to the next class.

2. If a student is late for class without a pass, the student should will be admitted to class and assigned a teacher detention.
3. Passes will not be issued during the first 5 minutes and the last 5 minutes of a class.

### **GUIDANCE OFFICE PASSES**

Guidance Office Passes are issued by guidance counselors, or guidance staff members, to students who have an appointment. Students who procure an appointment will be issued a "Green Guidance Scheduled Appointment Pass". Students who wish to make an appointment with their guidance counselor are required to:

1. Visit the guidance office before school hours or during lunch to request a Guidance Appointment Request slip.
2. Complete required portions of the request.
3. Place the slip in their counselor's mail slot.

Students are not permitted to visit the guidance office, without an appointment, during class time, during study hall, or between class periods. The guidance counselor will schedule an appointment time and deliver a Scheduled Appointment Slip to the student via their home room. Following a scheduled appointment, students will return to class with the counselor's signature and time noted on the appointment slip.

### **POSTERS AND NOTICES**

Posters and notices of any kind must receive approval of the administration before being posted. Please do not ask for permission to advertise activities which do not pertain to the educational program of the school. All posters must be posted on bulletin boards. Students who post notices are responsible for removing them.

### **SCHOOL CLOSING/EMERGENCY**

Listen to radio stations WOR, WMTR, WABC, Channel 5, and News 12 NJ. Honeywell Instant Alert, District Website, and the district has a recorded message for school closings: 973-263-6330.

### **SPECIAL SERVICES**

A Child Study Team, consisting of a school psychologist, social worker, and learning disabilities teacher consultant, is available at the high school to assist students and parents. TELEPHONE: 973-331-7100 ext.2225 for questions regarding referrals, supplemental instruction, home instruction, and child study team conferences.

### **IMPORTANT INFORMATION REGARDING CHILD FIND**

All Morris County school districts offer varied educational programs and services for students ages (3) to (21). Parents or other appropriate persons may refer children who are experiencing significant difficulties

Child Study Team services are available to children age three (3) to twenty one (21). Children experiencing physical sensory, emotional, communication, and cognitive and / or social difficulties may be eligible for special education and related services. Parents should contact their district Child Study Team office for further information. Babies from birth to three (3), who are thought to have a developmental delay may receive assistance from the Early Intervention Program. To access this service, parents should contact the Service Coordinator for Early Intervention at 973-971-4155.

If parents are concerned about their school age child's progress, they should feel free to discuss such issues with their child's teacher, guidance counselor and/or principal. Parents have the option of making a referral to the Intervention and Referral Services

(I&RS) committee or to the Child Study Team (CST). The I&RS offers intervention procedures that are provided within the regular education school program. At times, however more extensive interventions that can be provided in a regular educational setting are necessary to assist the student. If the decision is made to undertake a full Child Study Team evaluation, the child's social, emotional and academic status may be assessed. Medical or other specialized evaluations may be included in the assessment at no cost to the parent. If a child is determined to be eligible for special education and related services, an individualized Education Program (IEP) is developed which includes a rationale for the student's educational placement and the basis for the program implementation.

#### **STUDENT OBLIGATIONS/REPORT CARDS**

Any student who has incurred an obligation to the school that has not been satisfied by the end of the school year will not receive his/her final report card. If the student returns for the following school term and his/her obligation is still not satisfied, he/ she will not receive his/her schedule or any school materials and will be liable for suspension from school.

#### **STUDENT MESSAGES**

Requests from parents to take messages for students should be limited to those of an emergent nature only and must be approved by the Administration.

#### **TEXTBOOKS AND EQUIPMENT**

Students are held responsible for any textbook and/or equipment given to them. They will be responsible for any damages to these items, and will be required to make restitution. Lost books/equipment must be paid for prior to issuance of another item.

#### **THEFT AND THEFT REPORTING**

1. The best deterrent to theft of personal property is prevention.
  - a. Do not give anyone your locker combination. (Either hall or gym locker.)
  - b. Take proper care in identifying your books and school materials.
2. Theft of school property on loan to you does not relieve or reduce your responsibility for the stolen property.
3. The school is not responsible for stolen property.
4. Be alert. Inform the office of any suspicious behavior regarding the possible theft of personal or school property.
5. Should a theft occur, you are to file a theft report in the Main Office.

#### **VOTER REGISTRATION**

Eighteen year-old students may obtain information about registration in the Guidance Office. Additionally, our school hosts a voter registration drive in March.

### **PUPILS, DRUGS, AND ALCOHOL**

#### **PUPILS AND ALCOHOL**

In accordance with Board policy, the following procedures are established for the instruction of pupils in alcohol abuse and the evaluation and treatment of pupils under the influence of alcohol or involved with alcohol.

## **PUPILS AND DRUGS**

In accordance with Board policy, the following procedures are established for the instruction of pupils in drug abuse and the evaluation and treatment of pupils who possess drugs, are under the influence of drugs or are involved with drugs. For the purpose of this policy:

"Drugs" means alcoholic beverages, controlled dangerous substances as defined at N.J.S.A. 24:21-2, anabolic steroids, or any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A.2A:170-25.9.

### **Instruction:**

1. Teachers shall be guided by the drug education program approved by the Board of Education as a part of the health education curriculum in accordance with State Board rules and Department of Education guidelines. Drug education in the elementary grades will be appropriate to the age and maturity of pupils. Drug education in the secondary grades will be conducted for no fewer than ten clock hours per school year.
2. Teachers and administrators will be requested to evaluate annually the effectiveness of the drug education program.
3. Efforts to determine and remediate the underlying causes of drug abuse within the school environment will be encouraged.
4. Special courses or classes may be provided as required to meet the needs of pupils with drug problems.

### **Identification and Remediation of Pupils Involved with Drugs:**

1. A pupil is "involved with drugs" when he/she uses or is influenced by drugs, but not necessarily on school premises or during the school day. A suspicion or determination that a pupil is involved with drugs does not depend on a finding that the pupil is under the influence of a drug or possesses or distributes a drug on school premises.
2. Teaching staff members will be alert to the signs of a pupil's involvement with drugs: impaired health or fatigue; excessive truancy or tardiness; lower grades; depressed appetite or loss of weight; appetite extremes; eyes that are bloodshot, watery, extremely wide, or have extremely small pupils; an unusual body or breath odor; needle tracks; a change in attitude, personality, temperament, appearance, or peer groups; mental confusion; financial problems; resort to excuses and rationalization.
3. When there are observable behaviors that may be indicative of a drug abuse problem, the referring staff member shall consult with the Student Assistance Counselor or Core Team member. When necessary, a written confidential report on the student's behavior shall be requested from respective staff through the use of an appropriate instrument to indicate a drug-related problem. The Core Team shall then meet to assess the reported behavior and gather any additional information they may deem necessary.
4. If, as a result of the Core Team's assessment, it appears probable that the student's behavior is caused by a drug use problem, the Principal shall be notified of such findings. A conference with the student, parent(s), Student Assistance Counselor and Core Team shall review these findings and recommend appropriate actions.
5. After the diagnostic assessment and urinalysis, the clinician/agency shall send a written report outlining findings and therapeutic recommendations to the Student Assistance Counselor. The Core Team shall review these findings and recommend appropriate actions.
6. If it is determined that the student is in need of a more extensive evaluation and/or

treatment for a drug use problem and/or the parent fails to cooperate with the Montville Township School District, the student will be placed on home instruction or an alternative educational program until such time as treatment participation can be documented.

7. A parent who refuses to comply with N.J.S.A. 18A:40A-12 shall be deemed to have violated the compulsory attendance statute and/or the child abuse and neglect statute and may be subject to prosecution.

#### **Evaluation and Treatment of Pupils under the Influence of Drugs**

1. A pupil is under the influence of drugs when he/she is observed in the use of drugs or exhibits physical and/or behavioral characteristics that indicate drug intoxication.
2. Whenever it appears to an employee of the school district that a pupil may be under the influence of drugs, the employee shall report the matter as soon as possible to the school nurse or the school medical inspector and the Principal (or, in the Principal's absence, to a person designated by the Principal). If neither the school nurse or school medical inspector is available, the staff member responsible for the function shall be notified.
3. The Principal shall immediately notify the pupil's parent and the Superintendent.
4. The Principal shall arrange for the immediate examination of the pupil by a doctor selected by the parent or guardian or, if the parent's doctor is not immediately available, by the school medical inspector. The pupil shall be taken to the emergency room of the nearest hospital for examination. The pupil shall be accompanied by the pupil's parent if possible or by a member of the school staff appointed by the Principal. An examination conducted; at parental request by a physician other than the school medical inspector shall not be at district expense. The examination shall include but not be limited to a urine drug screen:

Alcohol	Barbiturate	Cocaine	Steroids
Amphetamine	Cannabinoids	Heroin	
Ketamine	Pencyclidene	Opiates	
5. The examination may be performed by the contracting physician in which a physical examination and an immunoassay drug screen will be given. A monitored urine screening and chain of custody will be followed to ensure test validity. The Montville Board of Education will be responsible for the cost of such tests.
6. A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parents and to the Superintendent within twenty-four hours.
7. A pupil found to be under the influence of drugs shall be returned to his/her home as soon as possible. The pupil shall not be readmitted to school until he/she submits to the principal a written report, signed by the pupil's physician, the school medical inspector, or the examining physician, certifying that the pupil is physically and mentally able to return.
8. Prior to the return of the student to school, the principal or his designee shall report him/her to the Director of Student Personnel Services. The student will then be referred to the Core Team. The Team will review all of the data, confer with the student and parent(s), and evaluate the status of the student.

The Core Team must have the following documents for this phase of the procedure:

  - a. School report of the incident of drug involvement.
  - b. Counselor's report of student's educational status (to include current Progress Reports),
  - c. Physician's written report of examination with recommendations.

Based on all of the above, the Core Team will provide recommendations appropriate to the student.

The following represent a sample of recommendations, but are not limited to them:

- a. The student may return to school without any conditions.

- b. The student may return to school contingent on receiving treatment (counseling), and/or drug and alcohol evaluation.
  - c. The student may return to school and will require a comprehensive Core Team evaluation.
  - d. The student may not return to school until he/she has been involved in an intensive in-patient substance abuse rehabilitation program.
  - e. The student may be subject to discipline in accordance with Board of Education Policy.
9. Prior to returning to school, the parent(s) shall schedule an appointment with the principal and/or his designee. The administrator will reinforce and insure the student and parental compliance with the Core Team recommendation(s).

**Possession and Distribution of Drugs**

- 1. A pupil's person, effects, or school storage places may be searched for drugs in accordance with Board policy. The Principal or other school officer conducting the search shall confiscate as evidence any drug found in the pupil's possession. Drug evidence shall be sealed in an appropriate container; labeled with the date, name of the pupil, and name of the school official who conducted the search and found the drug. The evidence shall be locked in a secure place until the school official delivers the evidence to a law enforcement officer, from whom the official shall obtain a receipt.
- 2. A pupil found to have possessed, distributed, or used drugs in violation of law and Board policy shall be reported to appropriate law enforcement officers and is subject to discipline in accordance with Board policy on suspension and expulsion.
- 3. A pupil convicted of drug use, possession, and/or distribution may be admitted to school on the recommendation of the Core Team. A pupil who has been removed from school for his/her involvement with drugs, other than a pupil who has been expelled from school, shall be placed on home instruction.

**NJSIAA STEROID TESTING POLICY CONSENT TO RANDOM TESTING**

In Executive Order 72, issued December 20, 2005, Governor Richard Codey directed the New Jersey Department of Education to work in conjunction with the New Jersey State Interscholastic Athletic Association (NJSIAA) to develop and implement a program of random testing for steroids, of teams and individuals qualifying for championship games. Any student-athlete who possesses, distributes, ingests or otherwise uses any of the banned substances, without written prescription by a fully-licensed physician, as recognized by the American Medical Association, to treat a medical condition, violates the NJSIAA's sportsmanship rule, and is subject to NJSIAA penalties, including ineligibility from competition. The NJSIAA will test certain randomly selected individuals and teams that qualify for a state championship tournament or state championship competition for banned substances. The results of all tests shall be considered confidential and shall only be disclosed to the student, his or her parents, and his or her school. No student may participate in NJSIAA competition unless the student and the student's parent/guardian consent to random testing.

As a part of the sports eligibility packet, distributed by the Montville Township High School Athletic Department, parents and students are required to sign a NJSIAA Steroid Testing Policy Consent to Random Testing form prior to participation on any athletic team or in any athletic event.

## **RECORDS**

Notations concerning a pupil's involvement with drugs may be entered on his/her records, subject to Board policy regarding confidentiality and limited access. All such notations shall be expunged when they are no longer required for the counseling or discipline of the pupil or when the pupil leaves school.

## **STUDENT CODE OF CONDUCT EXPECTATIONS AND DISCIPLINARY ACTIONS**

### **ADMINISTRATIVE DISCIPLINARY ACTIONS**

#### **Central Detention**

Central Detention is assigned to students by the Principal or Assistant Principal following a discipline referral by faculty or staff member. A quiet and productive atmosphere is required during detention. Students who are unable to be productive and maintain self control will be asked to leave and will be referred to the administration. Central Detention is held Monday through Thursday, except on holidays, school days prior to holidays, or early dismissal days. Central Detention begins promptly at 2:30PM until 3:00PM in room 504. Students assigned to Central Detention may use the late bus for transportation home, provided they obtain a late bus pass from the teacher assigned to Central Detention. Failure to attend central detention will result in further disciplinary action.

#### **Saturday Detention**

Saturday Detention is assigned to students by the Principal or Assistant Principal. Parents are responsible for transportation to and from Saturday Detention. Saturday detention is scheduled from 8:00 a.m. to 11:00 a.m. in the High School Media Center. Failure to attend (unexcused absence) will result in a three (3) day out of school suspension as per Board of Education Policy #5610.

#### **Alternate Education Setting (AES)**

AES is assigned to students by the Principal or Assistant Principal. The administration and faculty holds the consequence of AES to be a very serious penalty that should not be imposed for disciplinary reasons unless the student has materially and substantially interfered with the maintenance of good order in school or unless it is necessary to protect the student's or other students' physical or emotional safety and well-being. AES is held daily, in the AES room. A proctor is assigned to supervise students assigned to this room. Requests for work are generated by the school administration and sent to teachers for any student assigned to AES. The AES environment is designed to be quiet and academically productive. Students assigned to AES are not permitted to participate in school sponsored sports or activities during the day (s) they are assigned to AES.

#### **Out of School Suspension**

Out of School Suspension is assigned to students by the Principal or Assistant Principal. The administration and faculty holds the suspension of a student to be a very serious penalty that should not be imposed for disciplinary reasons unless the student has materially and substantially interfered with the maintenance of good order in school or unless it is necessary to protect the student's or other students' physical or emotional safety and well-being.

Students who are suspended out of school are considered to be "Absent Excused" under MTBOE Attendance Policy. Students have the right to make up work missed while suspended out of school. Requests for work are generated from the MTHS Guidance

Office for students suspended out of school. Students who are suspended from school are not permitted to participate in school sponsored sports or activities during the time of their suspension. Students who are suspended are not permitted on school grounds during the time of their suspension. These suspended students are not allowed on the school grounds during the time of their suspension.

#### **HEARING AND APPEALS PROCESS**

It is the policy of Montville Township High School that in the case of a suspension for five days or less, the student is entitled to an informal hearing by school administration. If the suspension is for a period greater than five school days, the student is entitled to full hearing within five days from the start of his or her suspension. The student may appeal a decision of a Vice-Principal to the Principal. If the student continues to be dissatisfied with the decision, he/she may appeal to the Superintendent. The decision of the Superintendent may be appealed to the Board of Education. The Board will hear such appeals in closed session, but will render its decision in regular session or at a special open meeting convened for that purpose.

#### **PRELIMINARY HEARING**

No student may be suspended without a hearing unless a clear and present danger exists, or it is otherwise impossible or unreasonably difficult to hold such a hearing.

#### **BULLYING, INTIMIDATION, HARASSMENT**

##### ***OVERALL EXPECTATIONS FOR ACCEPTANCE AND TOLERANCE***

At Montville Township High School it is believed that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. For these reasons, an environment fostering mutual respect, and acceptance and tolerance of others is expected from all students. Toward that end, the administration encourages the reporting of any perceived acts of bullying, intimidation and/or harassment. Acts of bullying, intimidation or harassment are to be reported to the Principal and/or designee to determine whether the alleged act constitutes a violation of Board Policy. Students who feel they are targets of harassment, intimidation or bullying may prefer to share their concerns with a teacher, counselor, nurse, parent or friend who can forward the concerns to the Principal. The Principal and/or designee shall conduct a prompt, thorough and complete investigation of the alleged single incident or pattern of intolerant behaviors. Intimidation in the form of cyber-bullying where electronic devices, like cell phones, are involved should also be reported. Consequences and remedial action may range from positive behavioral intervention up to and including Central Detentions, Saturday Detentions, Alternative Education Setting (AES) assignments, and suspensions (out of school) as permitted under N.J.S.A. 18A:37-1. Some acts of bullying, intimidation, or harassment may be so serious that they require a response by law enforcement officials. Acts of reprisal or retaliation against anyone who reports any act of harassment, intimidation or bullying will not be tolerated.

#### **BEEPERS, CELLULAR TELEPHONES and DIGITAL AUDIO PLAYERS**

##### **Beepers**

As per NJ2c:33-19: "...any person enrolled as a student of an elementary or secondary school, who knowingly and without the express written permission of the school board, its delegated authority, or school principal, brings or possesses any remotely activated paging device on any property used for school purposes, at any time and regardless of whether school is in session or other persons are present, is guilty of a disorderly persons offense.

**Cellular Telephones**

As per MTBOE #5516, high school pupils may bring and/or possess cellular telephones on school property; however the pupil may only use the cellular telephone before school hours outside the school building and inside the school building after school hours. Cellular telephones may not be used on school buses.

Cell phones are not permitted, for any reason, during the school day. Students are directed to turn their cellular phones off and store them out of plain sight. Cellular phones which are seen or heard during the school day will be confiscated.

**Digital Audio Players**

Students may bring and/or possess digital audio players (MP3 players) on school property. Students may use digital audio players before school hours outside the school building and inside the school building during the common lunch period in areas designated for eating, and after 2:20 PM.

Digital audio players that are seen or heard while classes are in session, or during passing time, will be confiscated. Ear phones/plugs are considered to be a part of the device and may not be seen.

**BUS SAFETY RULES**

Remember that the driver has a tremendous responsibility for passenger safety. Please help the driver by refraining from doing anything that may be distracting. Your safety is at stake!

Riding the school bus is a privilege, not a right. Proper behavior and actions will guarantee this privilege. Conversely, misbehavior on buses or at bus stops will result in suspension of bus privileges. Students will still be required to attend school.

Pupils are to show good manners on the buses and elsewhere.

Smoking is not permitted at any time on the buses. Any violation of this rule will result in suspension from bus privileges pending a parent conference as well as suspension from school.

Pupils are requested to be at their pick-up spots before the arrival of the bus. Bus schedules are tight and slight delays create a disrupted schedule.

Horseplay, loud talking, eating, littering, or throwing things on the buses will not be tolerated. Violation of the rules will result in denial of bus privileges.

Pupils are to ride only their regular buses and to sit in assigned seats unless permission otherwise has been granted. In addition, students must wear their seat belts at all times.

**CARD PLAYING**

Card playing of any kind is not permitted in the school during school hours.

**CHEATING/PLAGIARISM**

It is of the utmost importance to maintain our academic integrity. Any work (homework, test, or paper) that is completed by dishonest means is unethical. Among the most serious academic offenses are copying and plagiarism. Both are forms of cheating. In copying, a student is taking the work of another, either from homework or from a test or a quiz, and claiming it as his/her own. During testing, this includes the use of, or possession of, information taken from previously prepared material with answers and/or information related to the test or quiz. It also includes the use of electronic devices to communicate information in inappropriate circumstances. The term plagiarism usually refers to a higher level of copying in which a person, often in preparing a research paper, copies from sources without indicating what sources were used. In effect, by not naming the source, the student is claiming the work as his/her own. The term also applies if a student

copies a research paper of another and claims that he/she is the author. Whether the student is the person who gives or receives the information, he/she is guilty of a dishonest act.

### **CONDUCT AT SCHOOL SPONSORED EVENTS**

All rules and expectations governing student conduct apply to school sponsored events including those held off of school grounds such as prom, banquets, away sporting events, etc. School rules and expectations apply to bus transportation.

### **CORRIDOR CONDUCT**

Students are encouraged to report to their alphabetical homeroom assignment as soon as possible after arriving to school. Faculty members have been instructed to eliminate congestion in the corridors as it occurs. (red text marked for elimination)

During the day, while classes are in session, students should never be in the corridor without a pass. When passing between classes, students should keep to the right, never run in the corridor, use loud voices or indulge in other inappropriate behavior.

Consumption of food and beverages is confined to the cafeteria; food and beverages, including bottled water, are not allowed in the corridors and classrooms, except during the lunch period.

### **DRESSING AND GROOMING**

All students are expected to dress appropriately at all times. Clothing and accessories should be neat, clean, inoffensive, safe and decent.

There are three requirements for the school dress code at Montville Township High School:

1. Attire must be in good taste
2. Attire may not be unsafe to the wearer or to others, or be likely to cause damage to property
3. Attire may not be unduly distracting to an orderly teaching/learning process.  
Examples of inappropriate attire during school hours include, but are not limited to, hats, bandanas, and head scarves (unless worn for religious purposes), sunglasses (unless prescription with a note that indicates the sun glasses need to be worn inside the school), bare midriffs, clothing with obscene or profane language that refer to drugs, alcohol, tobacco, racism or violence, and outside garments and beach wear (plastic flip-flops, beach jackets, swim wear, etc.) Shorts are acceptable attire, but must be no shorter than mid-thigh length. Cut-off or frayed shorts and spandex (biker shorts are not acceptable).

The building Principal and / or designee shall be responsible for determining the appropriateness of student attire. If a student is determined to be in violation of the Board Policy and Regulation on Dressing and Grooming, his/her parent/guardian will be called and the student will be sent home to change. If it is not feasible to send the student home, he/she will be kept in an alternative educational setting for the remainder of the school day. The student must report to the Principal and / or designee the beginning of the next school day for readmission.

For special functions, such as dances, field trips, special theme days, etc., students are to conform to the type of dress deemed appropriate by the sponsoring group.

### **LUNCH PERIOD RULES**

During the lunch period, students may eat in the following areas: the cafeteria, the rotunda, the gym, any classroom in which there is adult supervision, on the school steps

and outside in the picnic areas. Only seniors may utilize the tables in the central courtyard. Students may not eat while they are seated on the floor. Students may not eat in the Media Center, in any of the computer labs (Science, Yearbook, Architecture/Drafting, Math and Business) in the Nurse's Office and the auditorium.

Students are not allowed to leave school grounds during the Lunch period. To do so will result in suspension.

Each student is responsible for his/her eating area. In the cafeteria, trays must be returned to the proper area. Everywhere else paper bags, wrappings, etc. must be discarded in the proper receptacles.

#### **SMOKING POLICY**

The act of smoking or chewing tobacco products by any person on school property is strictly forbidden. This is in keeping with the overwhelming weight of evidence regarding the detrimental effects of smoking upon the health of the individual student. Students apprehended in violation of this policy will be suspended.

#### **SNOWBALL POLICY**

The throwing of snowballs will not be tolerated. Violation will result in the student being placed on suspension, followed by a parent conference.

#### **TRUANCY**

Truancy is an absence from school for which there is no legal or legitimate excuse; in other words, an absence not excusable by state law. The pupil attendance policy will be used to deal with truants since truancy is considered a cut in all classes for the day(s) of the truancy.

#### **UNAUTHORIZED DISMISSAL**

Under no circumstances may a student leave the school without an authorized early dismissal or by being declared too ill to remain in school by the school nurse. Any student who willfully leaves school will be subject to the penalties outlined in the General Disciplinary Practices section.

#### **VANDALISM**

It is hoped and expected that students share the pride that is part of the Montville spirit. Students who destroy or deface school property will be liable for suspension, to be followed by a parent conference, as well as full restitution being made of any damages done. In addition, a complaint will be filed with the Montville Police.

#### **LASER LIGHTS**

Laser lights of any kind are not permitted in the school during school hours.

### **GENERAL ADMINISTRATIVE DISCIPLINARY ACTIONS**

#### **1. Found in a non-prescribed area of the building**

First offense: two detentions.

Second Offense: suspension, parent conference.

#### **2. Disruption in the media center/auditorium/cafeteria/hallways**

First Offense: two detentions.

Second Offense: suspension, parent conference.

**3. Disruption in the classroom resulting in the student being sent to the office for disciplinary action**

First Offense: serious infraction - suspension, parent notification  
minor infraction - parent notification, detention and / or Alternative Educational Setting.  
Second Offense: suspension, parent conference.

**4. Misbehavior at athletic - social events**

First Offense: serious infraction - suspension, parent notification  
minor infraction - parent notification, detention and / or Alternative Educational Setting.  
Second Offense: suspension, parent conference.

**5. Fighting**

First Offense: suspension, parent notification and police notification.  
Second Offense: suspension, mandatory administrative conference and participation in anger management program, police notification.  
Third Offense: suspension referral to Core Team, police notification conference.

**6. Insubordination**

It is hoped that the climate generated in Montville Township High School is one of mutual respect. It is expected that students cooperate when directed by an adult staff member in authority. Infractions have consequences:

First Offense: detention or Alternative Educational Setting, parent notification.  
Second Offense: suspension, mandatory administrative conference.  
Third Offense: Suspensions, referral to Core Team, refer to SRC.

**7 Leaving the school building/grounds without permission**

First Offense: School Building (AES=1day), Grounds (AES=2days)  
Second Offense: School Building (AES=2days) Grounds (AES=3days) Loss  
Third Offense: School Building (suspension=3days), Grounds (suspension=4days) Loss of parking privilege for the year

**8. Smoking/Use of Tobacco Products**

First Offense: 3 day suspension, parent notification.  
Second Offense: 3 day suspension, mandatory administrative conference, loss of privileges.  
Third Offense: suspension, referral to Core team, loss of privileges.

**9. Use of Abusive Language Directed Toward Staff.**

First Offense: Alternative Educational Setting, parent notification.  
Second Offense: suspension, mandatory administrative conference.  
Third Offense: suspension, referral to Core Team.

**10. Class Cutting**

Students who are absent from class without authorization, while being in attendance on the day of that absence, shall be referred to the administration. Students are considered to be cutting if they arrive to class more than 25 minutes late. Cut classes are considered to be unexcused absences.

First Offense: Alternative Educational Setting, parent notification.  
Second Offense: Alternative Educational Setting, parent conference.

Third Offense: Alternative Educational Setting, mandatory administrative conference, 3 cut letter will be sent to parent/guardian. (If cuts are in the same class, refer to No.11)

**11. Three-cut policy**

After following the procedures outlined in No. 10 above for the first two cuts, a student who cuts the same class for the third time will be suspended from school pending parental conference. At that conference, the parent-student must show cause why the student should remain in the class. If the student is readmitted, it is with the clear understanding that a fourth cut would result in administrative withdrawal from the class with a grade of WF (withdrawn failing) being assigned by the teacher. A senior who has been administratively withdrawn, but who needs the class for graduation, may petition the Principal, in writing, for a reinstatement hearing within 24 hours of the administrative action dropping him/her from the class. Under no circumstances, however, will a senior be allowed to submit more than one petition

Fourth Offense: Recommendation for administrative withdrawal from the class/course.

**12. Truancy**

First Offense: Alternative Educational Setting, parent notification.

Second Offense: suspension, mandatory administrative conference.

Third Offense: suspension, referral to Child Study Team and / or CORE team.

**13. Vandalism**

First Offense: suspension, restitution, parent notification.

Second Offense: suspension, restitution, mandatory administrative conference.

Third Offense: suspension, restitution, referral to Child Study Team. (In all cases, the Montville Township Police will be notified.)

**14. Stealing**

First Offense: suspension, restitution, parent notification.

Second Offense: suspension, restitution, mandatory administrative conference.

Third Offense: suspension, restitution, referral to Child Study Team. (In all cases, the Montville Township Police will be notified.)

**15. Improper bus conduct**

First Offense: Alternative Educational Setting/detention, parent notification.

Second Offense: one week loss of bus privileges, mandatory administrative conference, Alternative Educational Setting.

Third Offense: Extended loss of bus privileges, Alternate Educational Setting, parents assume transportation for a specified time period.

**16. Tardy Policy**

It is of the utmost importance for students to arrive promptly to school in order to maximize instructional time, to benefit from peer interaction and to allow students to contribute to the learning environment. Students who are late to class and/or school are disruptive to the teaching and learning process. Student tardiness to class will impact academic achievement.

1st Tardy Verbal warning.

2nd Tardy Written parent notification.

3rd Tardy Central detention.

4th Tardy Two (2) Central Detentions

5th to 7th Tardy Saturday Detention.

Failure to attend Saturday Detention will be considered insubordination and result in 3 days out of school suspension.  
8th and above AES, mandatory parent conference with appropriate school support group (CORE, PAC, CST).

#### **17. Cell Phones and Electronic Devices**

Students in violation of this policy are disruptive to the teaching and learning process and are subject to disciplinary action. Students who refuse to surrender a cell phone or electronic device, for any reason, will be subject to additional disciplinary action for being insubordinate.

First Offense: Phone/device returned to parent/guardian

Second Offense: Alternate Education Setting + Phone/device returned to parent/guardian

#### **18. Weapons**

“Possessions and/or carrying of any kind of weapon or articles that may be used as weapons, or transmit to or from school, on school grounds or at a school function may result in suspension from school, as well as other punishment deemed appropriate for the circumstances.” (Bd. Policy 8830). Violations of this policy will mean 5 days (minimal) out of school suspension, referral to the Core Team and notification of the appropriate police authorities in any and all cases. Copies of Bd. Policy 8830 are available upon request.

#### **19. Bias, Racial, or Ethnic Crimes**

Students are cautioned as to the use of any verbal or written statements, pictures, symbols directed to any members of our school community or made in a general or anonymous fashion. Any alleged incident of bias/racial/ethnic crimes will be reported to the appropriate local/county police authorities and may be consequence by school based sanctions. All school reporting practices will be in compliance with the law. Students will be given 1 day out of school suspension, 1 day of Alternative Education Setting and will be required to view appropriate instructional materials.

#### **20. Technology Tampering**

Any students who willfully and deliberately tamper with school-related technology (computer hardware, software, student programs, etc.) will be suspended from school, and, if applicable, withdrawn from his/her technology course. Police notification may be required in some instances. In the case of damages, restitution will be mandatory.

#### **21. Cheating/Plagiarism**

Students in violation of this policy are disruptive to the teaching and learning process and are subject to disciplinary action.

First Violation: Parent notification; Assignment to AES; Receive a 0 (zero) on the assignment which will be averaged into the student’s grade.

Second Violation: Will result in an F in that course for the marking period in which the second violation occurs; Out-of-School Suspension for one day.

Third Violation: Will result in an F in the course and the reason will be noted on the student’s transcript. Also, three days out-of-school suspension and referral to the Child Study Team.

Disclaimer:

Please be advised that the procedures and polices in this document (other than those mandated by New Jersey statute) are subject to change during the school year at the discretion of the Board of Education and/or the High School Administration.

**FACULTY TELEPHONE EXTENTIONS**

**(973) 331-7100**

**English**

Mrs. Karen Chase\*-2639  
Ms. Alessandra Brita - 2726  
Mr. Andrew Cecala-2727  
Mrs. Sarah Cooper-2728  
Mrs. Heidi Kmetz-2729  
Mrs. Mary Gormley-2730  
Mrs. Jennifer Keneally -2731  
Mrs. Jennifer Kilanowski-2732  
Mr. Kurt Kilanowski-2733  
Mrs. Cheryl Kurland-2734  
Mr. John Lynch-2735  
Mr. Ken Sachs-2736  
Mr. Michael Shera-2737  
Mr. John Soriano-2738

**Social Studies**

Mr. Alan Lucibello\*-2792  
Ms. Emily Burgess-2651  
Mr. Leonard DePoe-2652  
Mr. Erik Morrison-2655  
Mr. John Piselli-2657  
Mr. Peter Porter-2658  
Mr. Scott Riotto-2659  
Ms. Nancy J. Robinson-2660  
Mr. David Tubbs-2661  
Mr. Richard Vuyosevich-2662

**Family & Consumer Science**

TBA\*-2637  
Mrs. Michelle Baldino-2701  
Ms. Karen Holeczko-2702  
Mrs. Brenda Smith - 2703

**Mathematics**

TBA\*-2640  
Ms Shari Abramowitz-2792  
Mrs. Maureen Capuzzi-2776  
Ms. Kimberly Deamer-2777  
Ms. Cheryl Evans-2778  
Mrs. Anita Gerber-2779  
Mrs. Helen Gizas-2780  
Mrs. Judith Paster-2782  
Mr. Mark Philhower-2783  
Ms. Laura Rivera-2793  
Mr. David Shutovsky-2784  
Ms. Mital Vyas-2785  
Mrs. Patricia Wolf-2786

**Business**

TBA\*-2640  
Mr. Edward Avergun - 2787  
Ms. Angela Kalavrezos-2788  
Mr. Jeff Maly-2789  
Mr. Anthony Sia-2791

**Industrial Technology**

TBA\*-2637  
Ms. Frances Hersh-2704  
Mr. Steve Kapsalakis-2705  
Mr. William Kocur-2706  
Mr. Paul Kulick-2707  
Mr. Robert Levchik-22708

**Visual and Performing Arts**

TBA\*-2637  
Mr. Noel Glaser-2709  
Mr. Kenneth Korlishin-2710  
Mr. Paul Moench-2711  
Mrs. Sharon Pflug-2712  
Mr. Anthony Sia-2791  
Mrs. Miriam Stachow-2713  
Ms. Michelle Uhler-22714  
Ms. Joanne Zoppo-2715

**Science**

TBA\*-2641  
Ms. Tammy Bombard-2826  
Mrs. Adela Dziekanowski- 2827  
Mr. Glenn Ericksen-2828  
Mr. Gary Frankel-2829  
Ms Heather Ings – 2831  
Mrs. Ilana Jonsson - 2830  
Mrs. Michelle Lourenco -2832  
Mr. John Luvera-2833  
Mr. Greg Maceri - 2834  
Mr. James Miller-2835  
Mrs. Nancy Miller-2836  
Mrs. Rachel Salazar-2837  
Dr. Daniel Rumack-2838  
Mr. Evan Rupff-2839  
Mrs. Ruth Starkins-2840

**Physical Education**

Mr. Paul Pignatello\*-2638  
Ms. Cindy Beradino-2801  
Mr. Patrick DeBonta-2802  
Mr. Bryan Gallagher-2809  
Mr. Gerry Gallagher-2803  
Mr. Alan Hauser - 2804  
Mrs. Jodi Inglis-2805  
Mr. John Krip-2806  
Ms. Kristen Rush– 2807  
Mrs. Patricia Vytell-2808

**World Language/English as a Second Language**

TBA\*-2643  
Mr. Juan Davies-2851  
Mrs. Janet D'Innocenzio-2852  
Ms. Fidelina Racanelli-2854  
Ms. Rosa Przetak-2853  
Mr. Danilo Ramirez-2855  
Mrs. Shelley Rubin-2856  
Mrs. Barbara Sova-2857  
Ms. Debbie Yao-2858

**Guidance**

Mr. Michael Ventura\*-2650  
Mr. Joseph DiGiacomo-2654  
Ms. Rose Gainey-2656  
Mrs. Kim Garcia-Cunha-2651  
Mrs. Barbara Jelinek-2655  
Mrs. Naomi McCloskey-2653  
Ms. Paula Musciotto-2652

**Media**

Mrs. Donna Cohen-2625

**Alternative Ed. Setting**

Mr. Michael Zeldman-2621

**School Nurse**

Mrs. June Witty-2609  
Mrs. Carolyn Moat-2610

**Resource and Support**

Mr. Joey Blanchard-2876  
Mrs. Barbara Carriere-2878  
Ms. Ernestine Costa-2879  
Mrs. Barbara Fahey-2880  
Mr. Charles Fischer-2881  
Mrs. Ina Greenspan-2882  
Ms. Ashley Laird-2883  
Mr. Robert Naturale-2884  
Mrs. Wendy Zwoboda-2885

**Student Assistance Counselor**

Mrs. Robyn Henning-2659

**Athletics**

Mr. Steve Naccara\*-2631  
Mr. Donald Heyburn: Athletic Trainer-2632  
Mrs. Rescida Karkowsky-2630

**TESTING DATES**  
**PSAT**  
**Saturday, October 17, 2009**

**SAT I / SAT II**

<u>Test Date</u>	<u>Registration Deadlines</u>
October 10, 2009	September 9, 2009
November 7, 2009	October 1, 2009
December 5, 2009	October 30, 2009
January 23, 2010	December 15, 2009
March 13, 2010	February 4, 2010
May 1, 2010	March 25, 2010
June 5, 2010	April 29, 2010

**ACT**

<u>Test Date</u>	<u>Registration Deadlines</u>
September 12, 2009	August 7, 2009
October 24, 2009	September 18, 2009
December 12, 2009	November 6, 2009
February 6, 2010	January 5, 2010
April 10, 2010	March 5, 2010
June 12, 2010	May 7, 2010

**AP Exam Schedule 2010**

<u>Date</u>	<u>AM 7:30 – 11:30</u>	<u>PM 11:30 – 3:30</u>
May 3	United States Gov. & Pol.	Comparative Gov. & Pol. French Language
May 4	Computer Science A Spanish Language	Statistics
May 5	Calculus AB Calculus BC	Chinese Lang. & Culture
May 6	English Lit. & Comp. German Language	Japanese Lang. & Culture
May 7	United States History	European History Studio Art (Portfolios Due)
May 10	Biology Music Theory	Physics B      Physics C: Physics C:      Electricity & Mechanics      Magnetism
May 11	Environmental Science Chemistry	Psychology
May 12	English Lang. & Comp.	Art History
May 13	Macroeconomics World History	Microeconomics
May 14	Human Geography Spanish Literature	Latin Vergil

## Montville Township High School Staff/Guidance Calendar 2009-2010

### First Marking Period

September 8	<b>First Day of School</b>
September 11	Final grades due from pervious year's incompletes
October 9	Closing date – Mid-period progress reports
October 13	Teachers upload progress report comments
October 16	Approximate mailing date of progress reports
November 13	<b>End of Marking Period 1</b>
November 18	Teachers upload genesis grades
November 20	Approximate mailing date for report cards
November 25	Last day to make up incompletes
December 2	Grades for student incompletes due from teachers

### Second Marking Period

November 16	<b>Start of Marking Period 2</b>
December 17	Closing date- Mid-period progress reports
December 21	Teachers upload progress report comments
December 23	Approximate mailing date of progress reports
January 29	<b>End of Marking Period 2 and First Semester</b>
January 25-28	Mid-Term Exams
February 3	Teachers upload genesis grades
February 5	Last day to make up incompletes
February 5	Approximate mailing date for report cards
February 8	Grades for student incompletes due from teachers

### Third Marking Period

February 1	<b>Start of Marking Period 3</b>
March 5	Closing date- Mid-period progress reports
March 9	Teachers upload progress report comments
March 11	Approximate mailing date of progress reports
April 15	<b>End of Marking Period 3</b>
April 19	Last day to make up incompletes
April 19	Grades for student incompletes due from teachers
April 19	Teachers upload genesis grades
April 21	Approximate mailing date for report cards

### Fourth Marking Period

April 16	<b>Start of Marking Period 4</b>
May 17	Closing date- Mid-period progress reports
May 19	Teachers to upload progress report comments
May 21	Approximate mailing date of progress reports
June 18	<b>End of Marking Period 4</b>
June 17 - 22	Final Exams – half days
June 23	Teachers upload e-class grades
June 30	Approximate mailing date of report cards
June 23-25	Make-up Exams