

TABLE OF CONTENTS

| | |
|---|----|
| ALMA MATER..... | 3 |
| DAILY BELL SCHEDULES | 3 |
| MISSION STATEMENT..... | 3 |
| VISION STATEMENT | 3 |
| AFFIRMATIVE ACTION POLICY..... | 3 |
| WHOM SHOULD I CALL?..... | 3 |
| BOARD OF EDUCATION | 4 |
| ADMINISTRATION | 4 |
| NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF STUDENT RIGHTS AMENDMENT (PPRA)..... | 4 |
| NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS .. | 4 |
| PHILOSOPHY OF EDUCATION..... | 5 |
| DEPARTMENT OF SCHOOL COUNSELING..... | 5 |
| <i>STUDENT ASSISTANCE PROGRAM</i> | 5 |
| <i>CORE TEAM</i> | 6 |
| <i>DEPARTMENT OF SCHOOL COUNSELING PASSES</i> | 6 |
| <i>NCAA INFORMATION</i> | 6 |
| <i>COLLEGE TESTING</i> | 6 |
| <i>TRANSCRIPTS</i> | 7 |
| <i>WORKING PAPERS</i> | 7 |
| <i>GRADUATION REQUIREMENTS</i> | 7 |
| <i>COURSE REQUIREMENTS</i> | 7 |
| <i>STATE STANDARDIZED TESTING GRADUATION REQUIREMENTS</i> | 7 |
| <i>PARCC ASSESSMENT</i> | 7 |
| <i>STUDENTS WITH DISABILITIES</i> | 8 |
| <i>STUDENTS OF LIMITED ENGLISH-SPEAKING ABILITY (ESL)</i> | 8 |
| <i>EARLY GRADUATION</i> | 8 |
| <i>CLASS ELIGIBILITY</i> | 8 |
| <i>COURSE SELECTION/SCHEDULING</i> | 8 |
| <i>REQUEST FOR ENTRY INTO ADDITIONAL COURSES/MINIMUM COURSE LOAD</i> | 8 |
| <i>LEVEL CHANGES/WITHDRAWALS</i> | 8 |
| <i>STUDENT PROCEDURE FOR QUESTIONS REGARDING GRADES/CHALLENGES</i> | 9 |
| <i>GRADE POINT AVERAGE</i> | 9 |
| <i>INCOMPLETES</i> | 9 |
| <i>TWO-F-POLICY</i> | 10 |

| | |
|--|----|
| <i>FOUR-F-POLICY</i> | 10 |
| <i>THREE-F-POLICY</i> | 10 |
| <i>FAILURES/LOSS OF CREDIT</i> | 10 |
| <i>PASS-FAIL OPTION</i> | 10 |
| <i>SENIOR AUDIT OPTION</i> | 10 |
| <i>SPECIAL SERVICES</i> | 10 |
| <i>IMPORTANT INFORMATION REGARDING CHILD FIND</i> | 10 |
| HONOR SOCIETIES..... | 10 |
| <i>NATIONAL HONOR SOCIETY MEMBERSHIP CRITERIA</i> | 10 |
| <i>WORLD LANGUAGE HONOR SOCIETIES</i> | 11 |
| <i>TRI-M MUSIC HONOR SOCIETY</i> | 11 |
| ACADEMICS | 11 |
| <i>PROGRAM OF STUDIES</i> | 11 |
| <i>HOMEWORK POLICY</i> | 11 |
| <i>MAKE-UP TEST/WORK</i> | 12 |
| <i>TERM PAPER POLICY</i> | 12 |
| <i>EXAMINATION POLICY</i> | 12 |
| <i>SENIOR EXEMPTIONS</i> | 12 |
| <i>EXTRA HELP WITH SCHOOL SUBJECTS</i> | 12 |
| <i>THE IMPORTANCE OF HOME PREPARATION</i> | 12 |
| <i>SUGGESTED STUDY HABITS</i> | 12 |
| <i>SUGGESTED PARENTAL INVOLVEMENT</i> | 12 |
| ATHLETICS AND EXTRACURRICULAR ACTIVITIES | 13 |
| <i>EXPECTATIONS</i> | 13 |
| <i>ELIGIBILITY FOR PARTICIPATION IN ATHLETICS AND CO-CURRICULAR ACTIVITIES</i> | 13 |
| <i>CONDUCT</i> | 13 |
| <i>RESPONSIBILITIES</i> | 14 |
| <i>NJSIAA STEROID TESTING POLICY</i> | 14 |
| <i>SENIOR ATHLETES</i> | 14 |
| <i>ELIGIBILITY FOR COLLEGE ATHLETICS</i> | 14 |
| <i>PHILOSOPHY OF ATHLETICS</i> | 14 |
| <i>CLUBS AND ACTIVITIES</i> | 14 |
| ATTENDANCE..... | 15 |
| <i>EXPECTATIONS</i> | 15 |
| <i>ARRIVAL AND DISMISSAL</i> | 15 |
| <i>LEGAL EXCUSES FOR ABSENCE</i> | 16 |
| <i>REPORTING AN ABSENCE</i> | 16 |

| | | | |
|--|----|---|----|
| <i>DOCUMENTING EXCUSED ABSENCES</i> | 16 | <i>BEEPERS, CELLULAR TELEPHONES and DIGITAL AUDIO PLAYERS</i> | 25 |
| <i>TARDY / LATENESS POLICY</i> | 16 | <i>BUS SAFETY RULES</i> | 25 |
| <i>EARLY DISMISSAL and LATE ARRIVAL</i> | 16 | <i>CARD PLAYING</i> | 25 |
| <i>LEAVING SCHOOL EARLY BECAUSE OF ILLNESS</i> | 16 | <i>CHEATING/PLAGIARISM</i> | 25 |
| <i>ATTENDANCE/LOSS OF CREDIT</i> | 16 | <i>CONDUCT AT SCHOOL SPONSORED EVENTS</i> | 25 |
| <i>VACATION POLICY</i> | 17 | <i>CORRIDOR CONDUCT</i> | 26 |
| <i>SEPTEMBER ARRIVAL</i> | 17 | <i>DRESSING AND GROOMING</i> | 26 |
| SCHOOL PROCEDURES | 17 | <i>INTERNET ACCEPTABLE USE GUIDELINES</i> | 26 |
| <i>CANINE SEARCHES</i> | 17 | <i>LUNCH PERIOD RULES</i> | 27 |
| <i>DRIVING PRIVILEGES</i> | 17 | <i>SMOKING POLICY</i> | 27 |
| <i>EIGHTEEN-YEAR OLD POLICY</i> | 17 | <i>SNOWBALL POLICY</i> | 27 |
| <i>EVACUATION DRILL</i> | 17 | <i>TRUANCY</i> | 27 |
| <i>HOME INSTRUCTION</i> | 18 | <i>UNAUTHORIZED DISMISSAL</i> | 27 |
| <i>LOCKERS</i> | 18 | <i>VANDALISM</i> | 27 |
| <i>MEDIA CENTER PROCEDURES</i> | 18 | <i>LASER LIGHTS</i> | 27 |
| <i>MEDICAL</i> | 18 | <i>GENERAL ADMINISTRATIVE DISCIPLINARY ACTIONS</i> | 27 |
| <i>NON-RESIDENT STUDENTS</i> | 19 | FACULTY TELEPHONE EXTENTIONS | 30 |
| <i>PASSES</i> | 19 | | |
| <i>POSTERS AND NOTICES</i> | 19 | | |
| <i>SCHOOL CLOSING/EMERGENCY</i> | 19 | | |
| <i>STUDENT OBLIGATIONS/REPORT CARDS</i> | 19 | | |
| <i>STUDENT MESSAGES</i> | 19 | | |
| <i>TEXTBOOKS AND EQUIPMENT</i> | 19 | | |
| <i>THEFT AND THEFT REPORTING</i> | 19 | | |
| <i>VOTER REGISTRATION</i> | 19 | | |
| STUDENTS, DRUGS, AND ALCOHOL | 19 | | |
| <i>STUDENTS AND ALCOHOL</i> | 19 | | |
| <i>STUDENTS AND DRUGS</i> | 19 | | |
| <i>NJSIAA STEROID TESTING POLICY CONSENT TO RANDOM TESTING</i> | 21 | | |
| <i>RECORDS</i> | 21 | | |
| DATING VIOLENCE AT SCHOOL (5519/R5519) | 21 | | |
| STUDENT CONDUCT EXPECTATIONS AND DISCIPLINARY ACTIONS | 23 | | |
| <i>ADMINISTRATIVE DISCIPLINARY ACTIONS</i> | 23 | | |
| <i>HEARING AND APPEALS PROCESS</i> | 24 | | |
| <i>PRELIMINARY HEARING</i> | 24 | | |
| <i>HARASSMENT, INTIMIDATION and BULLYING (HIB) AWARENESS</i> | 24 | | |
| <i>OVERALL EXPECTATIONS FOR ACCEPTANCE AND TOLERANCE</i> | 25 | | |

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..... 7:25-7:29
 Block A.....7:32-8:27
 Block B.....8:31-9:26
 Block C.....9:30-10:25
 LUNCH/Lab C10:25-10:50
 LUNCH/Lab D10:52-11:17
 Block D.....11:17-12:12
 Block E.....12:16-1:11
 Block F.....1:15-2:10

DELAYED OPENING SCHEDULE

Homeroom..... 9:25-9:29
 Block A..... 9:32-10:09
 Block B..... 10:13-10:50
 Block C..... 10:54-11:31
 LUNCH/Lab C.....11:31-11:50
 LUNCH/Lab D.....11:52-12:11
 Block D..... 12:11-12:48
 Block E..... 12:52-1:29
 Block F..... 1:33-2:10

EARLY DISMISSAL SCHEDULE

Homeroom.....7:25-7:29
 Block A..... 7:32-8:12
 Block B..... 8:16-8:56
 Block C..... 9:00-9:40
 BREAK..... 9:40-9:47
 Block D..... 9:47-10:27
 Block E..... 10:31-11:11
 Block F..... 11:15-11:55

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 21st 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, and national origin, social or economic status in its educational programs or activities and employment policies as required by state law. Inquiries regarding compliance may be directed to the Assistant Superintendent for Human Resources at 973-331-7100 ext. 2223.

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 | School Counselor | 2645* |
| Student's Education Plan | School Counselor | 2645* |
| Schedule Change Request | School Counselor | 2645* |
| Grade Questions | School Counselor | 2645* |
| Student Data (SAT Scores, etc.) | School Counselor | 2645* |
| Transcript Request | Dept. of School Counseling | 2645* |
| New Students Registration | Dept. of School Counseling | 2645* |
| Withdrawal from School | Dept. of School Counseling | 2645* |
| Bullying Matters | Anti-Bullying Specialist | 2645* |
| 504 Questions | Dept. of School Counseling | 2645* |
| Bus Problems | Vice-Principal | 2606/2607 |
| Athletic Events | Athletic Director | 2630/2631 |
| Health Info. (Immunizations, etc.) | School Nurse | 2609 |
| School Activities – Clubs | Vice-Principal | 2605 |
| Discipline Matters | Vice-Principal | 2606/2607 |
| Child Study Team | Special Services | 2666 |
| Special Education IEP | | 2666 |

*Ext. 2645 the main extension for the Department of School Counseling's secretary. Please inform her of the counselor with whom you would like to speak and your call will be forwarded.

BOARD OF EDUCATION

President: Dr. Matthew Kayne
Vice President: Mrs. Carmela Novi
Dr. Karen Cortellino
Mr. Charles Grau
Mr. Michael Johnson
Dr. David Modrak
Mr. John Morella
Mr. Michael O'Brien
Mr. Michael Palma

ADMINISTRATION

Dr. René Rovtar - Superintendent of Schools
Mr. James Tevis – Business Administrator
Mrs. Andrea Woodring – Assistant Superintendent for Curriculum & Instruction
Dr. Casey Shorter – Assistant Superintendent
Mrs. Jennifer DeSaye – Director of Special Services (K-12)
Ms. Leslee Scheckman – Director of School Counseling (K-12)
Mr. Douglas Sanford – Principal
Mr. Kenneth Nadzak, Assistant Principal – Grades 9 & 11
Mr. Michael Shera, Assistant Principal – Grades 10 & 12
Mr. Edward Fleischman – Supervisor of the Arts
Mrs. Lisa Howard – Supervisor of World Languages
Mr. Paul Pignatello – Supervisor of Athletics, Physical and Health Education
Dr. Sandra Schwartz – Supervisor of Business, Mathematics, and Science
Mrs. Patricia Stryker – Supervisor of Special Services
Mr. David Tubbs – Supervisor of Humanities, Media Specialist

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF STUDENT RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

Montville Township Public Schools has developed policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Montville Township Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Montville Township Public Schools will also directly notify, through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Montville Township Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

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.

DEPARTMENT OF SCHOOL COUNSELING

The School Counselors at Montville Township High School strive to help students develop a positive sense of self, achieve to the best of their ability, and plan well for the future. Counselors meet with students throughout the year on an individual basis, in small groups, and larger groups when special programs are organized. The counselors look forward to getting to know their students. Students are encouraged to stop by the Department of School Counseling before and after school, at lunch time, or during a study hall (with a pass from the teacher) to schedule appointments with their counselor to discuss educational, career and/or personal matters. Counselors are always ready to listen, provide encouragement, support and information. Confidentiality between student and counselor is a top priority.

Students and parents/guardians may, at any time, request an appointment, and are urged to do so whenever the need arises. In addition, the counselors conduct several orientation programs during the year. Evening programs for parents/guardians and students are offered to provide information on financial aid, college planning, scheduling, healthy living, and more.

Additionally, the department publishes newsletters throughout the year which can be found on the department's website: www.montville.net along with various other resources for students and parents/guardians.

Naviance is the primary means of communication between the department, counselors, SACs, and students, and parents/guardians. It is very important for students and their parents/guardians to be registered on Naviance and to check it on a regular basis. For assistance in doing this, they may contact the student's counselor.

STUDENT ASSISTANCE PROGRAM

Montville Township High School's Student Assistance Program is a response to the numerous, varied and complex challenges that many students endure. Among the concerns that students bring to school are alcohol and drug use, parent drug and alcohol use, eating issues, pregnancy, loss and grieving, physical and sexual abuse, family and peer conflicts and adjustment struggles. Academic focus and success for some teens is nearly impossible unless these significant challenges are recognized and addressed.

At MTHS, the Student Assistance Program seeks to identify struggling students and to intervene and offer support and direction. Often, referral to treatment professionals and/or community agencies becomes part of the response. This program's efforts are to identify poor decision-making and self-defeating patterns of behavior with the aim of assisting students and their families with the development of more constructive coping strategies. Our belief is that teens are more likely to experience learning and success in the classroom when we acknowledge and approach their needs in a multidimensional manner. Moreover, students who are given an opportunity to confront some of their problems are more likely to experience healthy personal, social, and emotional development. Confidentiality is adhered to as required by Federal Law. Mrs. Carol Candelario (x2659) and Ms. Catherine Lomauro (x2660) are the department's SACs at MTHS. Their offices are located within the Department of School Counseling.

CORE TEAM

The Core Team is a support service for all students comprised of support staff from all areas of the high school. School staff and parents may request assistance/review in the identification and resolution of issues regarding a student's known or suspected drug/alcohol use and other health issues which may interfere with student achievement. The committee will recommend interventions designed to assist a student and the family in overcoming individual problems related to learning and personal well-being.

DEPARTMENT OF SCHOOL COUNSELING PASSES

Passes are issued by school counselors, student assistance counselors (SACs), or secretaries. Students who are scheduled for an appointment will receive a "School Counseling Scheduled Appointment Pass."

Steps for a student to schedule an appointment with a School Counselor or SAC are:

1. Visit the office before school, after school, during lunch period, or during study hall (with a pass from your study hall teacher).
2. Speak with your counselor or SAC. If he/she is not present or is with another student, complete a green "School Counseling Appointment Request" form to request an appointment.
3. Place the request in the counselor or SAC's mail slot.
4. The counselor or SAC will schedule an appointment time and either give the "Appointment Pass" to the student directly, or send the pass to the student via his/her homeroom. If the counselor or SAC is not available, and it is an emergency, the student can see a secretary or another counselor who will assist.
5. The student should first report to his/her assigned teacher to show him/her the pass before going to his/her appointment.
6. Following a scheduled appointment, the student will return to class with the counselor's signature and time noted on the "Appointment Pass." The student must present the pass to his/her teacher.

Students may visit their counselor or SAC before school, after school, and during lunch. Students are not permitted to visit the School Counseling office without an appointment during class time, during study hall, or between class period unless there is an emergency and the teacher provides a pass.

NCAA INFORMATION

Starting freshman year, college bound athletes need to be sure they are taking the required number and types of courses to meet NCAA eligibility to play Division I and II athletics. Students should inform their school counselors as early as possible about their intention to play Division I or II athletics and check periodically with their school counselors for current and/or revised NCAA information. Courses that are coded in the MTHS Program of Studies with "NCAA" have met the *Core Course* requirements as set by NCAA. In addition, the NCAA uses a sliding scale in regard to the *Core Course* GPA and SAT/ACT scores to establish eligibility. NCAA provides a comprehensive website for student athletes where students and parents/guardians can check for MTHS Clearinghouse approved Core Courses, the GPA and SAT/ACT scale formulas, and can file the required eligibility forms. All prospective student athletes should refer to www.eligibilitycenter.org and use this site for planning, preparation, and

to qualify as a Division I or II athlete. The Student-Athlete Handbook is available at the NCAA website: <http://www.ncaapublications.com>.

COLLEGE TESTING

Information about the tests given at MTHS and dates for the PSAT/NMSQT, SATs, ACTs, and AP Exams is listed on the department website and on the district calendar. It can also be found on the websites <http://www.collegeboard.com> and www.act.org. Different colleges require different tests for admission. It is important to check college websites to determine which tests are required for each specific institution.

Please remember that there are many purposes for taking standardized college tests. If you or your parents/guardians have any questions about setting testing timelines and/or interpreting scores, please contact your school counselor. We believe that standardized testing is a tool to help you plan your course of study, as well as achieve your goals.

Students are encouraged to take a diagnostic SAT and ACT to determine which is the best test for them to focus on for college admissions. Students may want to consider taking both tests as a testing strategy for college admissions. To determine the best plan for testing, students are encouraged to meet with their counselor.

PSATs for sophomores and juniors: The PSAT/NMSQT is offered **once** a year in October. The PSAT/NMSQT is a non-college-reported test score used as a practice test. It also qualifies juniors as National Merit Scholarship recipients. While it is open to all grade levels, all juniors are advised to take the PSAT.

Because summer enrichment programs such as Governor's School, the New Jersey Scholar Program and many others require PSAT results for participation, sophomores are encouraged to take the PSAT in October of their sophomore year. Sophomores who take the PSAT should also plan to take it again in their junior year. All college-bound juniors should plan to take the SAT Reasoning Test and/or the ACT with writing in junior year. MTHS is not an SAT or ACT test site. The test is administered at other local high schools close to Montville. Seniors who are trying to improve their SAT or ACT scores can test during the fall. It is important to be aware of college application deadlines when planning to test in the senior year.

SAT SUBJECT TESTS: Students need to be aware of specific college testing requirements. If colleges are requiring or recommending SAT Subject Tests for admission, students need to take them. Colleges may accept test results through January of your senior year. It is important to be aware of college application deadlines when planning for taking these tests. It is also important to determine how many tests the college requires and if there are any specific subjects they want students to focus on for testing.

It is recommended that students who are completing the highest level of a class offered at MTHS in their junior year, such as AP courses in math, science, social studies/history, English, and world language plan to take the correlating SAT Subject Test in the spring along with the AP exam, regardless of their grade level. These are typically taken in May or June after all the material is covered in the class.

AP Exams: students taking AP courses are encouraged to take the AP exam for that course. These tests are offered in May at MTHS. Some colleges may grant credit for scores of 3, 4, or 5.

Students are encouraged to meet with their school counselor to establish testing timelines and strategies on when to coordinate taking college related standardized tests.

TRANSCRIPTS

Transcripts for college applications, jobs, or other purposes can be requested from the Department of School Counseling. Transcripts will be sent directly to the organization requiring them. Permission to release official records must be submitted in writing, and signed by the student and the parent/guardian on the appropriate form. Because of the large volume of applications processed, students are required to submit requests for transcripts at least **10 school days** prior to any deadline date, and prior to the end of November to guarantee submission before the winter break.

All official transcripts must be sent from the Department of School Counseling.

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 Department of School Counseling. All forms must be filled out completely and submitted with required documentation before working papers can be processed. Students must present an original birth certificate, passport, or other approved document to show proof of age. This information is noted on the form. It is highly recommended that the student bring all documentation to the School Counseling office as he/she would be the person applying for the employment certificate.

GRADUATION REQUIREMENTS

A graduating student must have successfully completed a **minimum** of the following courses of study:

| | |
|--|--------------|
| Physical Education/Health | 20 credits |
| English 9, 10, 11, 12 | 20 credits |
| Social Studies: World, US History I & II | 15 credits |
| Mathematics: Algebra I, Geometry, Algebra II or content that builds on Algebra I and Geometry | 15 credits |
| Science | 15 credits |
| 5 credits: Biology or Life Science; | |
| 5 credits: Chemistry, Environmental Science or Physics; | |
| 5 credits of additional lab science | |
| World Language: within the same language | 10 credits |
| Fine, Visual or Performing Arts | 5 credits |
| 21 st Century Life & Careers or Career/Tech Ed | 5 credits |
| Financial Literacy | 2.5 credits |
| Additional Electives | 32.5 credits |

MINIMUM CREDITS **140.0 credits**

Note: Graduation credits are subject to change.
Please see the Program of Studies online for more information.

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 students enrolled in the course. Credit for each required course will be awarded on the successful completion of the program assigned and satisfaction of the proficiencies identified. Attendance requirements must be fulfilled for the student to earn credit. Students shall be given every reasonable opportunity to remediate and satisfy failed proficiencies or loss of credit. Successful completion of basic skills courses in English or Mathematics will count toward the total number of credits required for graduation but will not satisfy the curriculum requirement for English or Mathematics. All courses required for graduation with the exception of Financial Literacy must be taken at Montville Township High School.

STATE STANDARDIZED TESTING GRADUATION REQUIREMENTS

In addition to the minimum MTHS graduation requirements, students in the Class of 2017, 2018, and 2019 must demonstrate proficiency in English Language Arts and Mathematics as per state and district policy. This can be accomplished in the following ways:

| English Language Arts | Mathematics |
|---|---|
| PARCC ELA Grade 9 ≥ 750 (Level 4) <i>or</i> | PARCC Algebra I ≥ 750 (Level 4) <i>or</i> |
| PARCC ELA Grade 10 ≥ 750 (Level 3) <i>or</i> | PARCC Geometry ≥ 725 (Level 3) <i>or</i> |
| PARCC ELA Grade 11 ≥ 725 (Level 3) <i>or</i> | PARCC Algebra II ≥ 725 (Level 3) <i>or</i> |
| PARCC ELA Grade 11 ≥ 725 (Level 3) <i>or</i> | |
| Prior to 3/1/16 SAT Critical Reading ≥ 400 <i>or</i> | Prior 3/1/16 SAT Math ≥ 400 <i>or</i> |
| 3/1/16 or later SAT Evidence-Based Reading and Writing Section ≥ 450 OR SAT Reading Test ≥ 22 <i>or</i> | 3/1/16 or later SAT Math Section ≥ 440 OR SAT MathTest ≥ 22 <i>or</i> |
| ACT Reading or ACT PLAN Reading ≥ 16 <i>or</i> | ACT or ACT PLAN Math ≥ 16 <i>or</i> |
| Accuplacer Write Placer ≥ 6 <i>or</i> | Accuplacer Elementary Algebra ≥ 76 <i>or</i> |
| Accuplacer Write Placer ESL ≥ 4 <i>or</i> | |
| PSAT10 Reading or PSAT/NMSQT Reading* ≥ 40 <i>or</i> | PSAT10 Math or PSAT/NMSQT Math* ≥ 40 <i>or</i> |
| PSAT10 Reading or PSAT/NMSQT Reading** ≥ 22 <i>or</i> | PSAT10 Math or PSAT/NMSQT Math** ≥ 22 <i>or</i> |
| ACT Aspire Reading ≥ 422 <i>or</i> | ACT Aspire Math ≥ 422 <i>or</i> |
| ASVAB-AFQT Composite ≥ 31 <i>or</i> | ASVAB-AFQT Composite ≥ 31 <i>or</i> |
| Meet the Criteria of the NJDOE Portfolio Appeal | Meet the Criteria of the NJDOE Portfolio Appeal |

Note: *PSAT taken prior to October, 2015; **PSAT taken after October, 2015.
Options and scores can be subject to change by State Department of Education.

PARCC ASSESSMENT

The Partnership for Assessment of Readiness for College and Careers (PARCC) is a consortium of states that collaboratively developed a common set of computer-based assessments, aligned to the Common Core State Standards (CCSS), that measure if students are working at expected levels and are on track for post-secondary success. The PARCC assessments are intended to

better measure students' critical-thinking and problem-solving skills and their ability to communicate clearly in both English Language Arts/Literacy and Mathematics. The PARCC assessments are designed to be taken as students are taught the content of the course. Students in English 9, 10, and 11 and Algebra I, Geometry, and Algebra II will test during the school year they are in the course.

The **NJBCT** (New Jersey Biology Competency Test) will be administered in May to all first-time students taking these courses.

STUDENTS WITH DISABILITIES

In order to graduate in the Class of 2017, students with disabilities must meet all the graduation requirements established by State Board Rules and this policy, including minimum proficiency levels on the PARCC or alternate standardized test options (see pg. 7), curriculum requirements, and attendance standards, unless the student's individualized education program (IEP) exempts the student from any of these requirements.

A student with a disability who resides in this district and attends a secondary school outside this district may elect to receive a diploma from MTHS or from the secondary school they are attending, provided that school is empowered to grant a diploma and the student has fulfilled the graduation requirements.

STUDENTS 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. Students in the Class of 2017 or beyond must also take and pass any state required graduation test. If, however, by Grade 12 they have not passed the state graduation test (PARCC), but have satisfied all other graduation requirements, they are eligible to participate in the PARCC portfolio assessment.

EARLY GRADUATION

Completion of the minimum credit requirements for graduation in less than four years may be possible if planned early in one's high school experience. Completion of the graduation requirements in fewer than the usual number of years is a serious decision and should be made only after careful consideration of the student's immediate and long range goals. 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 student's school counselor, Director of School Counseling, and the principal. Students interested in this type of program should consult their school counselor to weigh the advantages and possible disadvantages. The deadline for submitting the appropriate forms for graduation in three years is June 1st of sophomore year. Courses required to meet the State Department of Education requirements must be completed at Montville Township High School.

CLASS ELIGIBILITY

In order to be promoted to a senior homeroom, students must be scheduled for sufficient credits to allow for graduation with the senior class. Students who failed or lost credit in courses that are required for graduation in any of the first three years are expected to attend summer school or take an on-line course from an approved program, at the cost of the family, to make up deficient credits or repeat the course during or prior to senior year. Seniors who do not have

sufficient credits to graduate will need to work with their counselor to determine what other programs they may consider, at the cost of the family, to take courses to make up the missing credits. Juniors and seniors will receive a status report of all credits/college units. It is the responsibility of each student to take sufficient courses and units for graduation and/or college acceptance. If any deficiencies are noted, students must see their counselor immediately.

COURSE SELECTION/SCHEDULING

All students select their courses for the following year's program during the second semester of the prior year. During the course selection conference, the counselor will review teacher recommendations with the student. Parents/Guardians and students will also have access to recommendations through parent access. All students must maintain a minimum class load of 7 courses per semester.

NOTE: While every effort is made to schedule all subjects selected by students, limitations of staff, student interest, building space, time, and budgetary considerations occasionally make either the cancellation of undersubscribed courses or the substitution of alternate course choices necessary.

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 school day 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, Director of School Counseling, and the principal. 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 a late entry, the student enters with an Incomplete (I) for the work covered and is responsible for make up as stated.

Students are required to maintain a minimum of seven courses per marking period. Students who attend Morris County Vocational School of Technology will maintain a minimum of three courses per marking period.

LEVEL CHANGES/WITHDRAWALS

Students who are clearly misplaced in a class, as determined by the teacher, counselor and/or case manager and department supervisor may be transferred to a more appropriate class at the conclusion of the third week of school.

Students wishing to move to a lower level course must have demonstrated a significant effort to succeed through completion of homework assignments, class participation and contact with the teacher for extra help. **Students can request level changes up to the conclusion of the first marking period.** Any course change requests must be supported by the teacher, department supervisor, counselor, and case manager. The grades from the first marking period will follow the student to the new level.

A student who withdraws from a course prior to its completion will not receive any partial credit and will not be eligible to make it up in summer school. A student who withdraws from a class

will not be permitted to take another course in that semester. Students will only be permitted to withdraw from a class up until the last day of the first quarter without the course remaining on the transcript. Any request to withdraw from a course after first marking period must be approved by the department supervisor. If approved, a student who withdraws from a class after that date will receive a WF or a WP on his/her report card and transcript. The course will not be removed from the student's transcript.

Such a withdrawal will be made provided that:

- The student's course load will not fall below the required minimum credits which equates to 35 credits.
- The student must have 7 courses per semester.
- No course will be added at that time.

Students participating in athletics and extracurricular high school activities must maintain the required number of credits to participate. Please refer to the Athletics and Extracurricular Activities section of the handbook.

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 counselor and parent/guardians 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 principal.

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 weighted 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

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

Grading System and Quality Point Chart

| | | AP Courses* | Honors | Other |
|--------------------|----|--------------------|---------------|--------------|
| 97-100 | A+ | 5.3 | 4.8 | 4.3 |
| 93-96 | 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 | 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 | 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 | D | 2.0 | 1.5 | 1.0 |
| 60-62 | D- | 1.7 | 1.2 | .7 |
| Below 60 (Failing) | F | 0.0 | 0.0 | 0.0 |

*This weighted category also includes Research in Molecular Biology and the 2nd and 3rd years of The Science Research Program.

The following courses are not included in the calculation of the GPA: Physical Education, Health, courses taken as Pass/Fail, courses not taken at Montville Township High School for enrichment or course acceleration, or any other experience that falls under Option II, and summer school and approved on-line courses taken for credit recovery. Courses will be counted that are transferred from and were taken at another public or private high school when a student moves to the district.

Additional Grading Options:

| | | | |
|----------------|-----|--------------------|-----|
| Pass: | P | Medically Excused: | ME |
| Exempt: | X | Incomplete: | I |
| Audit: | AUD | Loss of Credit: | LOC |
| Withdraw Pass: | WP | | |
| Withdraw Fail: | WF | | |

In the event of a medical excuse or extensive absence, it is the student's responsibility to meet with the teacher to arrange for make-up work. Prior to an expected medical absence of more than two weeks, with proper documentation, home instruction will be provided.

INCOMPLETES

Incomplete grades are given only in cases of extended illness or personal or family crisis. An incomplete grade will 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 will receive a failing grade. The maximum time allowed for completion of incomplete report card grades is ten (10) 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.

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.

FAILURES/LOSS OF CREDIT

Students who fail a class required for graduation should see their school counselor to determine if they will make the course up in summer school, through an approved on-line course, or the following school year. A request form, provided by the school counselor, must be completed and submitted to the school counselor for approval **PRIOR** to enrolling in the course.

PASS-FAIL OPTION

To offer the students the opportunity to take elective courses for enrichment purposes, students may elect to take up to 5 credits per year on a Pass/Fail basis. To exercise this option, students must fill out the Pass/Fail form available on the Department of School Counseling website and in the office. Students may select from the list of approved courses within the first ten (10) school days of the semester. 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). If a grade falls below this level (D or F) for any marking period, including the mid-term or final exam, it will result in an automatic return to a letter grade and loss of Pass/Fail status for the entire length of the course. Pass/Fail courses are not calculated into the GPA. Courses taken to fulfill graduation requirements cannot be taken Pass/Fail.

SENIOR AUDIT OPTION

Seniors, who are interested in taking an academic course for enrichment purposes, 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 essential 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.

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/guardians. TELEPHONE: 973-331-7100 ext.2666 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, counselor, case manager, director of guidance 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.

HONOR SOCIETIES

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, and showing unwillingness to profit by the mistakes of others,
- Actively helps to rid the school of bad influences or environment,

WORLD LANGUAGE HONOR SOCIETIES

Societe Honoraire de Francais, la Societa Onoraria Italica, La Sociedad Honoraria Hispanica, and National Chinese Honor Society are prestigious national and international academic honor societies. Their purpose is to recognize high achievement of high school students in the French,

Italian, Mandarin 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 (i.e., awards, honor cords, scholarships, etc.).

TRI-M MUSIC HONOR SOCIETY

The **Tri-M Music Honor Society** is the international music honor society for high school students. It is designed to recognize students for their academic and musical achievements, reward them for their accomplishments and service activities, and to inspire other students to excel at music and leadership. It is a program of the National Association for Music Education (NAfME). Students are selected for Tri-M at the end of the school year. All newly inducted and returning members begin their new membership in the following year. Once a student is identified as being eligible for membership, that student must fill out an application for further review. Criteria for induction into Tri-M is as follows:

- **Music Participation:** Students have to be enrolled in a curricular music ensemble for the current school year, and must stay enrolled during the years that they are in Tri-M.
- **Grade Average:** Candidates must have maintained for the previous semester at least a 3.3 grade point average in music, as well as a 3.0 for an overall cumulative grade point average.
- **Leadership:** Students must demonstrate leadership qualities through their involvement in school and/or community activities.
- **Service:** Students must demonstrate service by providing evidence of their involvement in school or community activity that is unpaid.
- **Character:** Students must demonstrate respect, responsibility, trustworthiness, fairness, caring, and citizenship both in and outside their school ensembles. Examples include being responsible, following school and ensemble policies and procedures, being honest, punctual, patient, and respectful of the others' opinions, and their property.

ACADEMICS

PROGRAM OF STUDIES

For information regarding course offerings and special academic programs at MTHS, please see the Program of Studies on the website.

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. Because of 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)

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. "Students have the responsibility to take the initiative to see their teacher to schedule make-up assignments." Under normal circumstances, work must be made up within one week. Seniors must submit make-up work ten school 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.

TERM PAPER POLICY

All papers should be typed. Students should make arrangements with their teacher if this is an issue. 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 can e-mail the paper to their teacher prior to the end of the first class period.

EXAMINATION POLICY

Exams will be given by all departments. All exams will be administered in academic and elective courses. If, because of unusual circumstances, a student is absent for the exam, a grade of "Incomplete" will be assigned. (See 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 submit a request for an alternate exam time to their Assistant Principal. Failure to take the mid-term or final exam will result in a final grade of "0" (Zero) for the exam which will be calculated into the final grade. Students may review their final exams the last day of school.

SENIOR EXEMPTIONS

In order for a senior to be exempt from a final examination, he/she must have a minimum grade of 93 each of the first three marking periods, including the mid-term examinations. The senior must also have a 93 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.

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 needed basis. Teachers may choose to offer extra help before school or at lunch; be sure to check with your teacher.

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 have difficulty trying to get help, please see the Department Supervisor, your Guidance Counselor or the Principal directly.

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, social media, 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. Please visit the teacher's website where assignments are updated regularly.
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.
6. Students should make every effort to plan ahead for all assignments, and they should keep track of their average grade in their classes. Students' emphasis should be on the assigned work, and there should be no expectation of extra credit options to come later in the quarter.

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 other than district approved dates. The four years of high school are critical learning years. Do not accept the statement, "I have no homework".
 6. Check parent access regularly to monitor your student's progress.

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 CO-CURRICULAR 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 students or teams of students of this district when such events occur within or between separate schools within this district or with any schools outside this district. A student 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 student who wishes to participate in interscholastic athletics must include an acknowledgment of the physical hazards that may be encountered in the sport. A student 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. Athletes must meet the Board of Education and NJSIAA eligibility requirements. Academic eligibility requires that a fall & winter athlete in the 10th grade or higher pass 25% of the required 140 credits or 35 credits in the preceding school year. To be eligible for competition, athletes of the 9th grade or higher must pass 12 ½% of the required 140 credits at the close of the preceding semester. Spring athletes must pass 17.5 credits in the first semester of the current school 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 student 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. Each June, the school physician is available to conduct physical examinations; however it is recommended that candidates for an athletic team receive a physical examination from his/her family physician. This is the most thorough and comprehensive examination. Physicals must be renewed every 365 days. The Health History Update Form must be completed by the athletic trainer or school nurse prior to the start of each athletic season. Physicals completed by a family physician must be reviewed by the school physician before an athlete is cleared for participation in any athletic season.

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

CONDUCT

Athletes are representatives of Montville Township High School and must present themselves at all times in a positive and sportsmanlike manner. All athletes, spectators, and coaches are expected to demonstrate proper respect for opposing teams, coaches and officials.

All athletes are expected to use school transportation to and from athletic contests. A travel release form must be completed and approved by the Athletic Director 24 hours in advance to use alternate transportation to and from athletic contests. Bus behavior will be beyond reproach. Appropriate demeanor and reasonable volume must be maintained at all times. Abusive, distasteful, and obscene language are not permitted. Please

see 'bus conduct' under Discipline. Hazing will not be tolerated. Students who disregard this rule are subject to suspension and/or expulsion from the team.

RESPONSIBILITIES

Athletes will accept the responsibility of keeping in good physical condition, upholding academic standards, and behaving in a respectful manner at all times.

All injuries should be reported immediately to your coach and the Athletic Trainer for proper examination and, if needed, a referral to appropriate medical personnel.

Students who are suspended from school will not participate in, or attend athletics or extracurricular activities until the next date he/she attends classes. In addition students' school obligations, such as Saturday detention, central detention, and teacher detentions, supersede students' athletic obligations.

In order for a student to be eligible for participation in athletics or extracurricular 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, he or she must be in school no later than 10:10 a.m. on the day of the activity. Any exceptions must be approved by the Principal or Athletic Director.

Athletes must understand that attendance at practice and games is mandatory. Frequent lateness and unexcused absences will result in dismissal from the team. In season vacations are strongly discouraged and may result in loss of playing time.

It is the responsibility of the Head Coach to determine playing time and the level of play assignment. Questions regarding playing time should be addressed directly to the Head Coach in a mutually acceptable time frame and in an appropriate and professional manner.

Athletes are responsible for the safekeeping of all equipment/uniforms issued to them. Lost or damaged equipment/uniforms will require restitution by the athlete.

Athletes should prearrange transportation from the school when returning from away games. Every effort should be made to have transportation waiting at the school for student/athlete pick-up.

Students are expected to abide by the additional training and conduct rules set forth by the Head Coach.

All athletes are expected to be alcohol-free, tobacco-free, and drug-free twenty-four hours a day, seven days a week.

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.

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.
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 ATHLETICS

Montville Township High School believes that an interscholastic program should provide opportunities for student-athletes to develop their talents in a well-organized system under the guidance of competent coaches. The athletic program offers more than just a varsity level team in most sports, providing the opportunity for a large number of students to participate in athletics while developing skills useful in future endeavors.

The high interest of spectators in the outcome of athletic contests provides an opportunity for athletics to demonstrate the educational philosophy of the Montville Township High School community and beyond. The following goals are set forth to ensure the positive outcome of the athletic program:

- * To recognize and support the role of athletics in serving as an example of good citizenship and character.
- * To give public witness to our school's belief in the development of the whole person, spirit, mind, and body, by competing with full positive effort, self-control, and exemplary conduct.
- * To supplement the academic program by providing for the development of physical skills and personal character.
- * To provide the opportunity for students to learn the value of hard work, discipline, self-sacrifice and teamwork.
- * To conduct an athletic program in accordance with the letter and the spirit of the rules and regulations of our school, the Northwest Jersey Athletic Conference, and the NJSIAA.
- * Montville Township High School and the NJSIAA has made a commitment to promote good sportsmanship by student athletes, coaches, and spectators at all athletic events. Any verbal, written, physical conduct related to race, gender, ethnicity, disability, sexual orientation or religion will not be tolerated and could subject the violator to ejection from contests and other disciplinary action.

To achieve these goals, the student athlete, coaches, and administration will work together to abide by the regulations of the sports program. The adherence to high ethical standards will maintain the best possible climate for personal growth, spirited competition, and loyal community support.

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. Additional information including contacts can be found in the Student Activities Guide.

| Athletic Teams/Activities | Clubs/Activities | |
|-----------------------------|------------------------------|--------------------------------|
| Baseball | Art Club | Make A Wish |
| Basketball- Boys, Girls | Chamber Ensemble | Marching Band |
| Bowling | DECA | Mathematics Club |
| Cheerleading (Fall, Winter) | Drama Club | National Honor Society |
| Color Guard | Environmental Club | PAL (Peers As Leaders) |
| Cross Country- Boys, Girls | Fall Play | Podium (Newspaper) |
| Field Corp (Marching Band) | Federal Reserve Challenge? | Science Olympiad |
| Field Hockey | FIRST Robotics | School of Rock |
| Football | Forensics | Spring Musical |
| Golf | Future Business Leaders | World Language Honor Societies |
| Ice Hockey | Future Educators Association | Yearbook |
| Lacrosse- Boys, Girls | Gay-Straight Alliance | 11 th Hour Rescue |
| Soccer- Boys, Girls | History Club | Student Government |
| Softball- Girls | Interact Club | Student Activities Council |
| Swimming- Boys, Girls | International Concerns Club | Senior Class Officers |
| Tennis- Boys, Girls | Jazz Ensemble | Junior Class Officers |
| Track (Spring)- Boys, Girls | Key Club | Sophomore Class Officers |
| Track (Winter)- Boys, Girls | Literary Magazine | Freshman Class Officers |
| Volleyball- Girls | Maboroshi Club | |
| Wrestling | | |

ATTENDANCE

5200 ATTENDANCE

The Board of Education requires that the students enrolled in the schools of this district attend school regularly in accordance with the laws of the state. The educational program offered by this district is predicated on the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Attendance at school may be excused when the demonstrated mental or physical condition of the student is such as to interfere with learning or prevent attendance, or by the observance of the student's religion on a day approved by the Board as a religious holiday, or by such circumstances as the Building Principal may determine constitute good cause. An absence for medical reasons, evidenced by a physician's note, shall constitute grounds for an excused absence. The doctor's note should be submitted within fourteen (14) calendar days from the date of the last absence. No student, staff member, or visitor may attend or visit school if he/she has an uncoverable and/or uncovered weeping skin lesion. All other absences are unexcused. Parents should reference the school handbooks regarding the number of unexcused absences permitted at each school level.

Students absent from school for any reason are responsible for the completion of assignments missed because of their absence. No student excused for a religious holiday shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday. Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the student of the classroom experience deemed essential to learning and may result in retention at grade level.

Unexcused absences from school or from classes within the school day constitute truancies and shall be subject to the disciplinary rules of the Board. Repeated truancies that interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction may result in the suspension or expulsion of any student from the course of study during which absences have occurred or the suspension or expulsion from school of a student over sixteen years of age, in accordance with Policy Nos. 5610 and 5620. Before any such action is taken, every effort shall be made to identify the habitual truant, investigate the cause or causes of the student's behavior, and consider the modification of the student's educational program.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate is below ninety percent for the district or below eighty-five percent in any one school, the Superintendent shall develop and implement an attendance improvement plan. The attendance rate shall be calculated by dividing total student days present for all students by the total possible student days for all students and multiplying the result by one hundred.

N.J.S.A. 18A:36-14 et seq.; 18A:38-25 et seq.

N.J.S.A. 34:2-21.1 et seq.

N.J.A.C. 6:20-1.1 et seq.

EXPECTATIONS

Regular and punctual attendance is essential to the successful completion of a course of study, and students 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 student 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 must report to their assigned homeroom promptly by 7:25 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. Any Student who is late and fails to report to the late table will receive Saturday detentions.

Afternoon Dismissal – Students are dismissed promptly at 2:10 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 (1 or more consecutive days of illness documented with doctor's note) only the original doctor's note will be accepted to excuse an absence. Faxed copies or e-mails will not be acceptable. Dr. notes must be presented to the attendance office within 14 calendar days of the last absence in order to be excused.
- 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, and also on the website.

College visits are not legally excused by the state; however, up to three college visits will be excused by the school. A note from the college/university must be handed in to the main office within 14 days of the student's absence. Mandatory orientation and placement testing are excused with official documentation. Time away from school to obtain a driver's license or permit is not excused. All absences for non-school sponsored events are chargeable absences and count towards loss of (class) credit. However, all documentation for absences will be reviewed should a student lose credit.

REPORTING AN ABSENCE

Parents must call the attendance office (ext. 2608) 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 the attendance secretary 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 within 14 calendar days from the date of the last absence. Only the original doctor's note will be accepted to excuse an absence. Medical documentation is kept with the student's health records in the nurses' office. The attendance office and the school's administration reserves the authority to review the documentation submitted in order to determine whether an absence is excused or unexcused. (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 Saturday detention.
2. Any student who is late because of a bus problem shall be excused. After three unexcused tardies, the student will be assigned a lunch detention.
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. Students should not be sent to the main office/guidance office for a pass.

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 12:25PM, they will only receive credit for half a day. If they sign out after 12:25PM, they will receive credit for the day; however, they will not receive credit for the classes they are missing. Students must arrive by 9:10AM in order to receive credit for the day. However, they will not receive credit for the classes missed. Any student arriving after 9:10AM will only receive credit for half a day.

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

LEAVING SCHOOL EARLY BECAUSE OF ILLNESS

Students leaving school early because of 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. All students must check out at the late table.

ATTENDANCE/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. It is important to take warnings about attendance related credit loss very seriously in terms of the permanent notes on a student's transcript. Students who lose credit in a course will have "Credit Withheld" noted on their transcript. If/when a course is made up, the new course will be added to the transcript with the

note: "Credit Recovery." At that time, the note on the original course will be changed to read: "Credit Restored."

Students who lose credit in required courses for graduation should see their school counselor to determine if they will make the course up in summer school, through an approved on-line course, or the following school year. A request form, provided by the student's school counselor, must be completed and submitted for approval prior to enrolling in the course.

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 or participate in the graduation ceremony. Daily attendance may be viewed through the Genesis Parent Access Portal. All absences for non-school sponsored events are chargeable absences and count towards loss of (class) credit. However, all documentation for absences will be reviewed in the loss of credit appeal process should a student lose credit.

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 student 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.

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 ten 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

On-campus parking privileges are restricted to SENIORS. Parking decals will be distributed through a lottery system at a fee determined by the Board of Education.

1. Failure to drive safely or parking in the faculty parking lot will result in immediate revocation of the parking privilege.
2. Parking is a privilege, not a right, and may be revoked by MTHS administration for disciplinary and/or attendance reasons.
3. Violations of the Montville Township Board of Education's drug, alcohol, and/or smoking policy will result in immediate revocation of a senior's on-campus parking privileges.

Students should be aware that Montville Township Ordinances are in affect.

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**.
8. Any student who does not report to his/her proper staging area will be suspended.

HOME INSTRUCTION

If a student will be absent because of 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.

Physical Education Lockers – Students will have access to one locker to be used only during their Physical Education class. It is expected that students will remove their items from lockers at the conclusion of their class period. Students are required to purchase and utilize a school approved lock. These locks are available in 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 6:30 a.m. to 3:20 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 date 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 center's 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 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 Supervisor 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 homeroom after the late bell are considered to be late to school. These students will not be admitted to homeroom and must be directed to the late table for a tardy pass. Any student who is late and fails to report to the late table will be subject to Saturday detention.

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.

POSTERS AND NOTICES

Posters and notices of any kind must receive signed 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.

SCHOOL CLOSING/EMERGENCY

Listen to radio stations WOR, WMTR, WABC, Channel 5, and News 12 NJ, School Messenger Instant Alert, and the District Website.

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.

STUDENTS, DRUGS, AND ALCOHOL

STUDENTS AND ALCOHOL

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

STUDENTS AND DRUGS

In accordance with Board policy, the following procedures are established for the instruction of students in drug abuse and the evaluation and treatment of students 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: 1 70-25.9.

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 students. 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

3. 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 students with drug problems.

Identification and Remediation of Students Involved with Drugs:

1. A student 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 student is involved with drugs does not depend on a finding that the student 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 student'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 Students under the Influence of Drugs

1. A student 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 student 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 student's parent and the Superintendent.
4. The Principal shall arrange for the immediate examination of the student 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 student shall be taken to the emergency room of the nearest hospital for examination. The student shall be accompanied by the student'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 Township Board of Education will be responsible for the cost of such tests.
6. A written report of the examination of the student shall be furnished by the examining physician to the student's parents and to the Superintendent within twenty-four hours.
7. A student found to be under the influence of drugs shall be returned to his/her home as soon as possible. The student shall not be readmitted to school until he/she submits to the Principal a written report, signed by the student's physician, the school medical inspector, or the examining physician, certifying that the student 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); and
- 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 student's person, effects, school storage places, or vehicle 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 student's possession. Drug evidence shall be sealed in an appropriate container; labeled with the date, name of the student, 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 student 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 student convicted of drug use, possession, and/or distribution may be admitted to school on the recommendation of the Core Team. A student who has been removed from school for his/her involvement with drugs, other than a student 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 student'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 student or when the student leaves school.

DATING VIOLENCE AT SCHOOL (5519/R5519)

The Board of Education believes a safe and civil environment in school is necessary for children to learn. A student who is a victim of dating violence suffers academically and the student's safety at school is jeopardized. Acts or incidents of dating violence at school, whether they are verbal, sexual, physical, or emotional, will not be tolerated and will be dealt with in accordance with the school's student code of conduct.

School staff members are required to report all acts or incidents of dating violence at school they witness or upon receiving reliable information concerning acts or incidents of dating violence at school. Acts or incidents may include, but are not limited to: those characterized by physical, emotional, verbal, or sexual abuse; digital or electronic acts or incidents of dating violence; and/or patterns of behavior which are threatening or controlling. If there is an 18-year-old who commits an act of dating violence, the police shall be notified.

Dating violence statements and investigations shall be kept in files separate from student academic and discipline records to prevent the inadvertent disclosure of confidential information. Every act or incident of dating violence at school that is reported shall be documented in an appropriate manner. This should include statements, planning actions, and disciplinary measures, as well as counseling and other support resources that are offered and prescribed to the victim or aggressor.

Consequences may include, but are not limited to: admonishment, temporary removal from the classroom, classroom or administrative detention, in-school suspension, out-of-school suspension, reports to law enforcement, and/or expulsion. Retaliation toward the victim of any act or incident of dating violence shall be considered when administering consequences to the alleged aggressor based on the severity of the act or incident.

Remediation/intervention may include, but is not limited to: parent conferences, student counseling (all students involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive student interventions (Intervention and Referral Services (I&RS)), behavioral management plans, and/or alternative placements.

A pattern of behaviors may be an important sign a student is involved in an unhealthy or abusive dating relationship. The warning signs listed in Regulation 5519 shall educate the school community on the characteristics that a student in an unhealthy or abusive relationship may exhibit. Many of these warning signs make a connection to one student in the relationship asserting control and power over the other. Recognizing one or more signs of teen dating violence plays an important role in preventing, educating, and intervening in acts or incidents of dating violence.

The Board of Education shall make available to students and their families information on safe, appropriate school, family, peer, and community resources available to address dating violence.

The Board of Education shall incorporate age-appropriate dating violence education in grades seven through twelve through the health education curriculum in alignment with the New Jersey Core Curriculum Content Standards for Comprehensive Health and Physical Education. The educational program shall include, but is not limited to, a definition of dating violence, recognizing the warning signs of dating violence, and the characteristics of healthy relationships.

Upon written request to the school Principal, a parent/legal guardian of a student less than eighteen years of age, shall be permitted within a reasonable period of time after the request is made, to examine the dating violence education instruction materials developed by the school district.

Notice of Policy and Regulation 5519 shall appear in all district publications that set forth the comprehensive rules, procedures, and standards of conduct for students within the district and in any handbook.

A. Definitions

1. "At school" means in a classroom, or anywhere on school property, school bus or school-related vehicle, at an official bus stop, or at any school-sponsored activity or event whether or not it is on school grounds.

2. “Dating partner” means any person involved in an intimate association with another individual that is primarily characterized by the expectation of affectionate involvement, whether casual, serious, or long-term.
3. “Dating violence” means a pattern of behavior where one person threatens to use, or actually uses physical, sexual, verbal, or emotional abuse to control a dating partner.

B. Procedures for Reporting Act or Incidents of Dating Violence

1. School staff members (administrative staff, instructional staff, support staff, and volunteers) shall take all reasonable measures to prevent acts or incidents of teen dating violence and are required to report all acts or incidents of dating violence at school.
2. All acts or incidents of dating violence at school shall be reported to the Principal or designee.
 - a. This report should be made verbally as soon as possible, but no later than the end of the student’s school day when the staff member witnesses or learns of an act or incident of dating violence at school.
 - b. A written report regarding the act or incident of dating violence at school should be submitted to the Principal or designee by the reporting staff member no later than one day after the staff member witnesses or learns of an act or incident of dating violence at school.
 - c. If there is an 18-year-old who commits an act of dating violence, the police shall be notified.
3. These acts or incidents may include, but are not limited to:
 - a. Witnessed or receipt of reliable information concerning acts or incidents that are characterized by physical, emotional, verbal, or sexual abuse;
 - b. Digital or electronic acts or incidents of dating violence; and/or
 - c. Patterns of behavior which are threatening or controlling.

C. Guidelines/Protocols for Responding to At-School Acts or Incidents of Dating Violence

1. Protocol for All School Staff Members - Any school staff member who witnesses or learns of an act or incident of dating violence at school shall take the following steps:
 - a. Separate the victim from the aggressor;
 - b. Speak with the victim and the aggressor separately;
 - c. Speak with witnesses or bystanders separately;
 - d. Verbally report the act or incident to the Principal or designee no later than the end of the student’s school day;
 - e. Prepare and submit a written report of the act or incident to the Principal or designee no later than one day after the act or incident occurred; and
 - f. Monitor the interactions of the victim and the aggressor with student safety being the priority.
2. Protocol for Administrators/Administrative Investigation – The Principal or designee upon receiving a report of a dating violence act or incident at school shall take the following steps:
 - a. Separate the victim from the aggressor, if applicable;
 - b. Meet separately with the victim and the alleged aggressor;
 - c. Take written statements from the victim and alleged aggressor;

- d. Review the victim’s and alleged aggressor’s written statements to ascertain an understanding of the act or incident. The administrator may ask questions of either individual for clarification;
 - e. Further investigate the act or incident by speaking with bystanders/witnesses of the act or incident. All statements obtained from bystanders/witnesses shall be written and documented, when possible;
 - f. The school administrator may make a determination to involve the school resource officer or law enforcement, if appropriate;
 - g. Appropriate referrals should be made if after an assessment by a school social worker, counselor, or psychologist determines the victim’s or alleged aggressor’s mental health has been placed at risk;
 - h. The Principal or designee shall contact the parents/guardians of both the victim and the alleged aggressor. The Principal or designee shall recommend a meeting be held to discuss the act or incident; and
 - i. The Principal or designee will notify both parties in writing of the outcome/determination of the investigation into the act or incident of dating violence at school.
3. Protocol for Working with the Victim of an Act or Incident of Dating Violence at School – The Principal or designee shall implement the following procedures for dealing with victims of a confirmed act or incident of dating violence at school:
 - a. A student’s safety shall be the first priority in a dating violence act or incident. Interaction between the victim and the aggressor shall be avoided. The burden of any schedule changes (classroom, bus, etc.) should be taken on by the aggressor;
 - b. A conference shall be held with the victim and their parents/guardians;
 - c. Identify any means or actions that should be taken to increase the victim’s safety and ability to learn in a safe and civil school environment;
 - d. Alert the victim and their parents/guardians of school and community based resources that may be appropriate, including their right to file charges, if the act or incident violated the law;
 - e. Monitor the victim’s safety as needed and assist the victim with any plans needed for the school day and after-school hours (hallway safety, coordination with parents/guardians for transportation to and from school, etc.). The administration may develop a safety plan if deemed necessary;
 - f. The administration may develop a Stay-Away Agreement between the victim and the aggressor if deemed necessary;
 - g. Encourage the victim to self-report any and all further acts or incidents of dating violence that occur at school in writing to the Principal or designee; and
 - h. Document all meetings and action plans that are discussed.
 4. Protocol for Working with the Aggressor of an Act or Incident of Dating Violence at School – The Principal or designee shall implement the following procedures for dealing with the aggressor of a confirmed act or incident of dating violence at school:
 - a. Schedule a conference with the aggressor and their parents/guardians;
 - b. Give the aggressor the opportunity to respond in a written statement to the allegations and the outcome/determination of an act or incident of dating violence at school;
 - c. Alert the aggressor and their parents/guardians to both school and community-based support and counseling resources that are available;
 - d. Identify and implement counseling, intervention, and disciplinary methods that are consistent with school policy for acts or incidents of this nature;

e. Review the seriousness of any type of retaliation (verbal, emotional, physical, sexual, electronic/digital) towards the victim who reported the act or incident of dating violence. Address that consequences will be issued consistent with the school's student code of conduct and procedures for any type of retaliation or intimidation towards the victim; and

f. Document all meetings and action plans that are discussed.

5. Protocol for the Documentation and Reporting of an Act or Incident of Dating Violence at School - School districts shall implement the following procedures for documenting and reporting acts or incidents of dating violence that occur at school:

a. Dating violence statements and investigations shall be kept in files separate from student academic and discipline records to prevent the inadvertent disclosure of confidential information.

b. Every act or incident of dating violence at school that is reported shall be documented in an appropriate manner. This documentation shall include all written statements, planning actions, consequences, and disciplinary measures as well as counseling and other support resources that were offered, prescribed, and/or provided to the victim or the aggressor.

D. Discipline Procedures Specific to At School Acts or Incidents of Dating Violence

1. The Board of Education requires its school administrators to implement discipline and remedial procedures to address acts or incidents of dating violence at school that are consistent with the school's student code of conduct.

2. The policies and procedures specific to acts or incidents of dating violence at school should be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved.

3. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and alleged aggressor have been involved.

4. Consequences may include, but are not limited to, the following:

- a. Admonishment;
- b. Temporary removal from the classroom;
- c. Classroom or administrative detention;
- d. In-school suspension;
- e. Out-of-school suspension;
- f. Reports to law enforcement; and
- g. Expulsion.

5. Retaliation toward the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident.

6. Remedial procedures/interventions may include, but are not limited to, the following:

- a. Parent conferences;
- b. Student counseling (all students involved in the act or incident);
- c. Peer support group;
- d. Corrective instruction or other relevant learning or service experiences;
- e. Supportive student intervention (Intervention and Referral Services (I&RS));
- f. Behavioral management plan; and
- g. Alternative placements.

E. Warning Signs of Dating Violence

1. A pattern of behaviors may be an important sign that a student is involved in an unhealthy or abusive dating relationship. Many warning signs make a connection to one student in the relationship asserting control and power over the other. Recognizing one or more signs of teen dating violence plays an important role in preventing, educating, and intervening in acts or incidents of dating violence.

2. The warning signs listed below are to educate the school community on the characteristics a student in an unhealthy or abusive relationship might exhibit. Warning signs may include, but are not limited to, the following:

a. Name-calling and putdowns - Does one student in the relationship use name-calling or putdowns to belittle or intimidate the other student?

b. Extreme jealousy - Does one student in the relationship appear jealous when the other talks with peers?

c. Making excuses - Does one student in the relationship make excuses for the other?

d. Canceling or changing plans - Does one student cancel plans often, and at the last minute? Do the reasons make sense or sound untrue?

e. Monitoring - Does one student call, text, or check up on the other student constantly? Does one student demand to know the other's whereabouts or plans?

f. Uncontrolled anger - Does one of the students in the relationship lose his or her temper or throw and break things in anger?

g. Isolation - Has one student in the relationship given up spending time with family and friends? Has the student stopped participating in activities that were once very important?

h. Dramatic changes - Has the appearance of the student in the relationships changed? Has the student in the relationship lost or gained weight? Does the student seem depressed?

i. Injuries - Does the student in the relationship have unexplained injuries? Does the student give explanations that seem untrue?

j. Quick Progression - Did the student's relationship get serious very quickly?

F. The Principal or designee will provide to the parents/guardians of a victim or aggressor information on safe, appropriate school, family, peer, and community resources available to address dating violence.

Adopted: 07 February 2012

STUDENT CONDUCT EXPECTATIONS AND DISCIPLINARY ACTIONS

ADMINISTRATIVE DISCIPLINARY ACTIONS

Lunch Detention

Lunch Detention is assigned to students by the Principal or Assistant Principal following a discipline referral by faculty or staff member or after any code of conduct infraction where the administration deems this consequence to be appropriate (see tardy policy). A quiet and productive atmosphere is required during detention. Students unable to be productive and maintain self-control will be asked to leave and will be referred to the administration. Lunch detention is held Monday through Friday. Lunch detention begins promptly at 10:35a.m. to 11:17a.m. Students who are assigned lunch detention should acquire a lunch line pass, that will allow the student to cut the lunch line in order to achieve a timely arrival to lunch detention. Failure to attend lunch detention will result in the assignment of two central detentions for each one missed. Chronic failure to attend lunch detention will result in a further disciplinary action.

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 2:20PM until 2:50PM in the ISS room (344). 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 suspension. Assigned Saturday detentions supersede all student activities and sporting events.

In School Suspension

ISS is assigned to students by the Principal or Assistant Principal. The administration and faculty hold the consequence of ISS 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. ISS is held daily, in the ISS 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 ISS. Students will be assigned a discipline work packet by the Principal or Assistant Principal, in addition to the students' academic assignments. Thorough and appropriate completion of the discipline packet is required of students assigned to in-school suspension. Students' failure to appropriately complete the packet will result in further disciplinary action. The ISS environment is designed to be quiet and academically productive. Students assigned to ISS are not permitted to participate in school sponsored sports or activities on the day (s) they are assigned to ISS.

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 Assistant Principals for students suspended out of school. Additionally, students are encouraged to contact teachers via email and/or refer to classroom websites for assignment information. 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. Please refer to BOE policy as OSS often requires double the amount of days suspended from school in terms of extracurricular suspensions.

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.

HARASSMENT, INTIMIDATION and BULLYING (HIB) AWARENESS

The Montville Township Board of Education prohibits acts of harassment, intimidation, and/or bullying.

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or by a mental, physical or sensory disability; or by any other distinguishing characteristic; and that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and in addition:

- a reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property;
- has the effect of insulting or demeaning any student or group of students;
- creates a hostile educational environment for the student;
- interferes with a student's education by severely or pervasively causing physical or emotional harm to the student

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer or tablet.

It is our goal that students attending the Montville Township Public Schools are learning in a safe educational environment free from harassment, intimidation and bullying. We value your support and attention to this critical initiative.

HIB should be reported if it causes a substantial disruption or interference and has the effect of insulting or demeaning a student or group or creates a hostile educational environment by interfering with a student's education or severely or pervasively causing physical or emotional harm to a student.

The Montville Township School District HIB policy and contact information is online at www.montville.net.

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 harassment, intimidation or bullying. Intimidation in the form of cyber-bullying where electronic devices, such as cell phones and social media, are involved should also be reported.

Acts of harassment, intimidation, or bullying are to be reported to the Principal and/or designee to determine whether the alleged act constitutes a violation of Board Policy and Harassment, Intimidation, and Bullying (HIB) law. Students who feel they are targets of harassment, intimidation or bullying may prefer to share their concerns with a teacher, counselor, SAC, nurse, parent, or friend who can forward the concerns to the Principal. The Principal and/or designee shall initiate an investigation within one school day. The school's Anti-Bullying Specialist (ABS) shall conduct a prompt, thorough and complete investigation of the alleged single incident or pattern of intolerant behaviors.

The consequences and appropriate remedial actions will be assigned only after careful and meaningful consideration of all the facts related to the incident in question and may range from positive behavioral intervention up to and including counseling with the Student Assistance Coordinator (SAC), Central Detentions, Saturday Detentions, Alternative Education Setting (ISS) assignments, suspensions (out of school), and expulsion as permitted under N.J.S.A. 18A:37-15. Some acts of harassment, intimidation, or bullying 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 students may bring and/or possess cellular telephones on school property; however, the student 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, iPods) 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 2:10 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. Students 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.

Students are requested to be at their pick-up spots before the arrival of the bus.

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.

Students 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

Playing cards, dice, chips, or any other item that may be construed to pertain to gambling is not permitted.

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 they arrive to school. Faculty members have been instructed to eliminate congestion in the corridors as it occurs. 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 sunglasses need to be worn inside the school), facial and/or body piercings (excluding ears), bare midriffs, tank tops, clothing with obscene or profane language that refers to drugs, alcohol, tobacco, racism or violence, and outside garments and beach wear (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.

INTERNET ACCEPTABLE USE GUIDELINES

The Montville Township Public Schools have access to the Internet. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual people. The district's access allows for the following:

1. Information and news from a variety of sources and research institutions
2. Access to many university libraries, the Library of Congress, and more

With access to computers and people all over the world also comes the availability of some material that may not be considered to be of educational value within the context of the school setting. The Montville Township Public Schools have taken every available precaution to restrict access to inappropriate materials, however, on a global network, it is impossible to control all materials. The users of the district's access to the Internet firmly believe the valuable information and interaction available on this worldwide network far outweigh the possibility of users procuring material that is not consistent with the educational mission of this district.

The following are guidelines provided to establish the responsibilities you are about to acquire. If any user violates any of these provisions, his or her access to the district's Internet access will be denied. Signatures on this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

Terms and Conditions

- 1. Acceptable Use:** The purpose of the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of the district's Internet access must be in support of education, research, and consistent with educational objectives of the Montville Township Public Schools. Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited to: copyrighted material, threatening obscene material, or material protected by trade secret. Use for commercial activities by for-profit institutions is not acceptable. Use for product advertisement or political lobbying is also prohibited.
- 2. Privileges:** The use of the district's Internet access is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Only those students who have signed this contract shall be authorized to use the Internet. The appropriate school official will conduct periodic monitoring of student Internet traffic and student-selected sites.
- 3. Network Etiquette:** The use of the district's Internet access requires that you abide by accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite** – Do not send abusive messages to anyone.
 - b. Use appropriate language** – In all messages, do not swear or use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden. E-mail is not private. People who operate the system do have access to all mail. Messages in support of illegal activities must be reported to appropriate authorities.
 - c. Privacy** – Do not reveal the personal address or phone numbers of yourself or any other person. All communications and information accessible via the network should be assumed private property.
 - d. Connectivity** – Do not use the network in such a way that would disrupt the use of the network by others.
- 4. Services:** The Montville Township Public Schools will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by your own negligence or your errors or omissions. Use of any information obtained via the district's Internet access is at your own risk. The Montville Township Public Schools are not responsible for the accuracy or quality of information obtained through Internet services.
- 5. Vandalism:** Vandalism will result in cancellation of privileges. This includes, but is not limited to, the uploading of computer viruses.
- 6. Updates:** The Montville Township Public Schools may occasionally require new registration and account information from you to continue providing services. All terms and conditions as stated in this document are applicable to the Montville Township Public Schools. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the

parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of New Jersey, United States of America.

LUNCH PERIOD RULES

During the lunch period, students may eat in the following areas: the cafeteria, the old or new gym, any classroom in which there is adult supervision, and outside on the school steps when open. 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, 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. Additionally, students are not allowed to leave the building during the Lunch period to go to their vehicles for any reason.

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 burning, inhaling, smoking, chewing, or having possession of tobacco products or 'electronic smoking devices' by any person on school property is strictly forbidden as per NJ State Law and Montville Board of Education Policy #7434. 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 out of school.

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 student 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 school without authorization from a Vice Principal, or from a school nurse because it is deemed that the child is too ill to remain in school. 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

Prior to these administrative actions identified below, where appropriate, it is expected that teachers will take steps to remediate behaviors with students at the classroom level. It is also expected that teachers and support staff will work with students to build a positive school climate by helping students make good choices regarding their interactions with others. Proactive measures that can be taken to ensure a positive school climate include developing on-going communication with parents to reinforce expectations for students' respectful behavior; providing students with strategies for problem-solving and self-advocacy, and making students aware of resources available to them as they acquire the social skills needed to be successful and navigate the challenges of growing up.

Below is a listing of student behaviors that are subject to discipline, as per N.J.S.A. 18A:37-2, and consequences that could be imposed for these infractions, pursuant to administrative discretion. It is important to note that, in addition to the consequences identified, students face the possibility of the loss of privileges, including participation in clubs, extra-curricular activities, or special events for repeated offenses.

Consequences listed for each behavior indicate a range of options that will be considered based upon a student's age, the specific nature of the incident that has occurred, and the number of times that student has engaged in the identified behavior. In certain cases consequences are differentiated according to grade/building level; in certain cases, due to the nature of the offense, consequences are listed only as a range of possible options.

Please note the following as referred to throughout the Chart of Discipline:

*** "Suspension" may refer to either in-school or out-of-school suspension – all out of school suspensions are accompanied by parent contact and conference; all in school suspensions are accompanied by a parent contact with a parent conference at the discretion of the administration.**

**** "Detention" may refer to after-school detention (central detention), lunch detention, or Saturday detentions (HS only)—all detentions are accompanied by parent contact.**

It is understood that the number of days for suspensions will increase with second, third, and subsequent offenses.

Behaviors and consequences include, but are not limited to:

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

First offense: two central detentions

Second Offense: suspension, parent conference

2. Disruption

First Offense: Serious---Suspension*; Minor—Central Detention(s)**

Second Offense: Suspension; Detention

Third Offense: Suspension; Detention; Referral to Intervention and Referral Services (I&RS), Student Assistance Counselor (SAC), and/or Child Study Team (CST), as appropriate

3. **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

4. **Use of Force/Fighting**

First Offense: Suspension; Police may be notified
Second Offense: Suspension; Police may be notified
Third Offense: Suspension; Police may be notified; Referral to I&RS, SAC, and/or CST, as appropriate; participation in anger management training

5. **Insubordination**

First Offense: Suspension
Second Offense: Suspension
Third Offense: Suspension; Referral to I&RS, SAC, or CST

6. **Leaving the school building/grounds without permission**

First Offense: School Building (ISS=1day), Grounds (ISS=2days)
Second Offense: School Building (ISS=2days) Grounds (ISS=3days)
Third Offense: School Building (suspension=3days), Grounds (suspension=4days)

7. **Smoking/Use of/Possession of tobacco products**

First Offense: Suspension; possible fine
Second Offense: Suspension; possible fine
Third Offense: Suspension; possible fine; Referral to SAC; "Smoking Class"

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

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

9. **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: Saturday Detention, 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.10)

10. **Three-cut policy**

After following the procedures outlined in No. 9 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

11. **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

12. **Vandalism**

First Offense: suspension, restitution, police notification
Second Offense: suspension, restitution, police notification, referral to SAC and/or I&RS
Third Offense: suspension, restitution, police notification, referral to Child Study Team.

13. **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)

14. **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

15. **Tardy to School**

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.

First Offense: Review Tardy Policy

Second Offense: Verbal Warning

Third Offense: Parent Notification of tardy status

Fourth, Fifth, and Sixth Offenses: Lunch Detention

Seventh, Eighth, and Ninth Offenses: Central Detention

Tenth, Eleventh, Twelfth, and Thirteenth Offenses: Saturday Detention

Failure to attend Saturday Detention will result in 3 days of suspension.

Fourteenth Offense and Above: ISS, mandatory parent conference with appropriate school support group (CORE, CST).

16. **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 ISS for being insubordinate.

First Offense: Phone/device returned to parent/guardian

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

17. **Weapons**

"The Board of Education prohibits the possession, use, or exchange of any weapon in any school building, on school grounds, at any school sponsored event, and on school sanctioned

transportation except as the possession and use of a weapon is authorized by law and required in the performance of the possessor's duty. For the purpose of this policy, "weapon" means anything readily capable of lethal use or of inflicting serious bodily injury. "Weapon" includes, but is not limited to, all firearms, knives, dangerous instruments intended to inflict harm, components that can be readily assembled into a weapon, explosive devices, and imitation firearms. For the purposes of this policy "firearm" means those items enumerated in N.J.S.A. 2C:39-1f and 18 U.S.C. 921." (BOE Policy #8467).

In accordance with Policy #5611, student will be removed from regular education setting and provided with an alternative program; Police notification; Board of Education hearing.

18. **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 consequenced by school based sanctions. All school reporting practices will be in compliance with the law and HIB.

Minimum consequences for a confirmed act of HIB will include one day of in school suspension, one day of out of school suspension, two mandatory counseling sessions with the school SAC, and a project/paper as determined by the anti-bullying specialist. Additionally, if the offender and victim share a class (or classes), the offender will have their schedule changed immediately.

19. **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.

20. **Cheating/Plagiarism**

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

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

Second Offense: 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 Offense: 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.

21. **Cutting Detention**

Students who are assigned detention are expected to attend. Students who cut detention are subject to the following:

- Cut Teacher Detention = 2 Central Detentions
- Cut Lunch Detention = 2 Central Detentions
- Cut Central Detention = Saturday Detention
- Cut Saturday Detention = 3 Days Suspension

Additional offenses will result in further administrative action.

22. **Parking Violation**

Students who have valid parking permits may park only in their assigned spaces. Students who park illegally will be subject to the following:

First Offense: Saturday detention and permanent revocation of parking permit (or waiting list, if applicable)

Second Offense and above: Suspension(s)

23. **Sexual Harassment**

First Offense: Detention; Suspension (based on severity of offense); Police may be contacted; involvement of Affirmative Action Officer

Second Offense: Suspension; Referral to SAC, Police may be contacted; involvement of Affirmative Action Officer

Third Offense: Suspension; Police contact; Referral to I&RS and/or SAC; involvement of Affirmative Action Officer

Disclaimer:

Please be advised that the procedures and policies 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 (*Denotes Director/Supervisor)

Athletics

*Mr. Paul Pignatello-2631
Ms. Kerri Foley-2630
Mr. Donald Heyburn: Athletic Trainer-2632

Business (x2795)

*Dr. Sandra Schwartz-2638
Ms. Angela Kalavrezos-2788
Mrs. Laura Levchick-Fuhrmann-2796
Mr. Jeff Maly-2789
Ms. Karen Rossi-2787
Mrs. Rebecca Sheehan-2790

English (x2725)

*Mr. David Tubbs-2637
Mr. Andrew Cecala-2727
Mrs. Mary Gormley-2730
Mr. Mark Ianelli-2738
Mrs. Jennifer Kilanowski-2732
Dr. Kurt Kilanowski-2733
Mrs. Heidi Kmetz-2729
Mrs. Cheryl Kurland-2734
Dr. Sarah Lawler-Cooper-2728
Ms. Amanda Lentino-2735
Mr. Anthony Lodato-2729
Ms. Nicole Magliaro-2737
Mr. Ken Sachs-2736
Ms. Kaitlin Sullivan-2739
Mrs. Alessandra Yanofsky -2726

Family & Consumer Science

*Mr. Edward Fleischman-2640
Ms. Gayle Brown-2703
Ms. Donna DeLeon-2701
Ms. Karen Holeczko-2702

Industrial Technology

*Mr. Edward Fleischman-2640
Ms. Frances Hersh-2704
Mr. George Lebreun-2706
Mr. Donald Morgenroth-2708
Mr. Erik Sheehan-2705
Mr. Anthony Sia-2791

Mathematics (x2775)

*Dr. Sandra Schwartz-2638
Ms. Dana Bertoli-2794
Ms. Rebecca Campbell-2776
Mrs. Donna De Marco-2784
Ms. Cheryl Evans-2778
Mrs. Anita Gerber-2779
Mrs. Helen Gizas-2780
Ms. Amy McNulla-2783
Ms. Gabriella Migliore-2786
Mrs. Laura Rivera-2793
Mrs. Alycia Sorensen-2777
Ms. Sandra Vermaeleen-2792
Mrs. Mital Vyas-2785
Mrs. Brittany Zabransky-TBA

Physical Education

*Mr. Paul Pignatello-2631
Ms. Samantha Boschetti-2810
Mr. Kevin Brown-2807
Mr. Patrick DeBonta-2802
Mr. Gerry Gallagher-2803
Ms. Kelsey Hannan-2813
Mrs. Jodi Inglis-2805
Mr. John Krip-2806
Ms. Kathleen Maggi-2811
Ms. Angelica Piccolo-2812
Ms. Danielle Stanton-2801

Science (x2825)

*Dr. Sandra Schwartz-2638
Mrs. Tammy Bombard-2826
Dr. John Brinkman-2841
Mrs. Heather Einstein - 2831
Mrs. Guida Faria-2841
Ms. Jessica Finn-2836
Ms. Jaclyn Hinz-2830
Mrs. Kinga Kertesz-TBA
Mr. Ian Keyser-2828
Mrs. Michelle Lourenco -2832
Ms. Brittany Pakestein-2840
Mrs. Urvashi Patel-2827
Mr. David Polgar-2833
Mr. James Queen-2838
Mr. Paul Rolfe-2835
Ms. Rachel Salazar-2837
Ms. Casey Schuckers-TBA

Social Studies (x2750)

*Mr. David Tubbs-2637
Mr. Christopher Butchko-2753
Mr. Max Dorsey-Gordon-2761
Mr. Wayne Guarino-2756
Mr. Ken MacIver-2752
Mr. Erik Morrison-2655
Mr. Richard Mosera-2764
Mr. Peter Porter-2658
Mrs. Alyssa Reilly-2762
Mr. Scott Riotto-2659
Ms. Nancy Robinson-2660
Ms. Stefanie San Filippo-2754
Mr. Chris Trzepinska-2763
Mr. Ryan Vallery-2751

Special Services (x2875)

*Mrs. Jennifer DeSaye-2226
*Mrs. Patricia Stryker-2237
Mrs. Barbara Carriere-2878
Mrs. Mukta Chandra-2892
Ms. Christy Choi-TBA
Mrs. Joann Clancy-Muller-2876
Mrs. Barbara Fahey-2880
Mr. Kevin Fallon-2893
Mr. Charles Fischer-2881
Ms. Christina Freeman-2889
Ms. Natasha Guardabasco-2890
Mrs. Jana Lenox-2883
Ms. Meagan Miller-2757
Mr. Robert Naturale-2884
Mrs. Maria Nord-2888
Mr. Drew Pityinger-2882
Mrs. Catherine Rohrbach-2887
Mr. Keith Runne-2886
Mr. Joseph Velardi-2891
Ms. Dolores Vujaklija- TBA
Mr. Robert Wilkens-2885
Mrs. Wendy Zwoboda-2885

Visual and Performing Arts

*Mr. Edward Fleischman-2640
Mr. Andrew Havington-2713
Mr. Kenneth Korlishin-2710
Mrs. Kristen Markowski -2714
Mr. Paul Moench-2711
Mrs. Sharon Pflug-Moench-2712
Ms. Eileen Racioppi-2709
Mrs. Joanne Zoppo-2715

World Language/English as a Second Language (x2850)

*Mrs. Lisa Howard-2639
Ms. Jaqueline Barreria-2857
Ms. Monica Bubay-2854
Ms. Tiziana DiFirma-TBA
Mrs. Jennifer Dubois-2862
Mr. Matthew Festa-2852
Ms. Claudia Guedes-2856
Ms. Julia Koch-2860
Ms. Corrine Letterese-2851
Ms. Liping Meng-2858
Mrs. Rosa Przetak-2853
Mr. Danilo Ramirez-2855
Ms. Joanna Servino-2861

Department of School Counseling

*Ms. Leslee J.Scheckman-2650
Mrs. Diane Luizza (secretary) -2646
Ms. Erma Pietrucha (secretary)-2647
Mrs. Carol Candelario (SAC) -2659
Mrs. Christy DeFiori-2657
Mrs. Kim Garcia-Cunha-2651
Mrs. Rebecca Glennon-2655
Mrs. Leslie Levy-2656
Ms. Catherine Lomauro (SAC) -2660
Ms. Naomi McCloskey-2653
Ms. Paula Musciotto-2652
Mr. Jonathan Sibilia-2654

Department of Special Services

*Mrs. Jenifer DeSaye-2226
Ms. Patricia Yodice (secretary)-2666
Mrs. Tara Monaco-2670
Mrs. Lee-Ellen Pisauro-2669
Mr. Larry Pettit-2671
Dr. Jeanne Romeo-2668
Mrs. Christina Thomas-2672

School Nurse

Mrs. Brianne Briello-2609
Mrs. Carolyn Moat-2610

Media Center Specialist

Mrs. Jennifer Keneally-2625

Document Revision Date: 8/22/2016

