

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 C 10:25-10:51
 LUNCH/Lab D 10:51-11:17
 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..... 11:31-11:51
 LUNCH/Lab D..... 11:51-12:11
 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?

Information

All Inquiries
 Reporting a Student's Illness
 Problems with Attendance
 Graduation Requirements
 Student's Education Plan
 New Students Registration
 Schedule Change Request
 Grade Questions
 Student Data (Class Rank, SAT Scores, etc.)
 Transcript Request
 Withdrawal from School
 Bus Problems
 Athletic Events
 Health Info. (Immunizations, etc.)
 School Activities – Clubs
 Discipline Matters

Source

Main Office
 School Nurse
 Attendance Secretary
 Counselor
 Counselor
 Guidance Secretary
 Counselor
 Counselor
 Counselor
 Counselor
 Guidance Secretary
 Guidance Secretary
 Vice-Principal
 Athletic Director
 School Nurse
 Vice-Principal
 Vice-Principal

Ext.

0
 2609
 2608
 2645*
 2645*
 2645*
 2645*
 2645*
 2645*
 2645*
 2645*
 2602/2603
 2630/2631
 2609
 2603
 2602/2603

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

BOARD OF EDUCATION

President: Dr. Karen Cortellino
Vice President: Dr. Matthew Kayne
Mr. Tom Mazzacarro
Mr. Frank Cooney
Mr. Charles Grau
Mr. John Morella
Mrs. Carmela Novi
Mr. Michael Palma
Mrs. Jackie Ritschel

ADMINISTRATION

Dr. Paul Fried - Superintendent of Schools
Mr. James Tevis – Business Administrator
Ms. Andrea Selvaggi – Assistant Superintendent of Curriculum & Instruction
Dr. Casey Shorter – Assistant Superintendent
Ms. Jennifer DeSaye – Director of Special Services
Mr. Douglas Sanford – Principal
Mr. Kenneth Nadzak, Assistant Principal – Grades 10 & 12
Mr. Michael Shera, Assistant Principal – Grades 9 & 11
Mrs. Leslee Scheckman – Director of Guidance
Mr. Edward Fleischman – Supervisor of Fine, Performing, and Industrial Arts
Mrs. Lisa Howard – Supervisor of World Languages
Mr. Paul Pignatello – Supervisor of Athletics, Physical and Health Education
Mrs. Sandra Schwartz – Supervisor of Business, Mathematics, and Science
Ms. Pat Stryker – Supervisor of Special Services
Mr. David Tubbs – Supervisor of Humanities, Media Specialist

DEPARTMENT	TELEPHONE EXTENSION
Business	2795
English	2725
Health/Physical Education	2631
Mathematics	2775
Science	2825
Social Studies	2750
Special Services	2875
World Language	2850

GUIDANCE DEPARTMENT

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

Ms. Allison Crerar	
Mr. Joseph Di Giacomo	2654
Mrs. Kimberly Garcia-Cunha	2651
Mrs. Rebecca Glennon	2655
Ms. Leslie Levy	2656
Ms. Naomi McCloskey	2653
Ms. Paula Musciotto	2652

AUXILIARY SERVICES

Mrs. June Witty, School Nurse	2609
Mrs. Carolyn Moat, School Nurse	2610
Mrs. Jennifer Kenneally, Media Specialist	2625
Mrs. Carol Caballero, School Psychologist/Students At Risk	2659

MONTVILLE TOWNSHIP HIGH SCHOOL FACULTY

Business Technology

Mr. Edward Avergun/
*Mrs. Joanna Leontaris
Ms. Laura Fuhrmann
Mrs. Angela Kalavrezos
Mr. Jeff Maly
Mr. Jeffrey Snyder

English

Ms. Alessandra Brita
Mr. Andrew Cecala
Mrs. Sarah Cooper
Mrs. Mary Gormley
Ms. Sonja Gutwerk
Mrs. Jennifer Kilanowski
Mr. Kurt Kilanowski
Ms. Cheryl Kurland
Mrs. Heidi Kmetz
Ms. Catherine Lomauro
Ms. Nicole Magliaro
Ms. Megan Mitchell
Ms. Nicole Rebholz
Mr. Ken Sachs
Ms. Kaitlin Sullivan

Mathematics

Ms. Shari Abramowitz
Ms. Rebecca Anderson
Ms. Dana Bertoli
Mr. Andrew Burrell
Mr. Peter Dmitrieff
Ms. Cheryl Evans
Mrs. Anita Gerber
Ms. Helen Gizas
Mr. Mark Philhower
Ms. Laura Rivera
Mr. David Shutovsky
Ms. Allycia Tell
Ms. Mital Vyas
Mrs. Patricia Wolf

Practical Arts: Industrial Technology

Ms. Frances Hersh
Mr. William Kocur
Mr. Don Morgenroth
Mr. Anthony Sia
Mr. Erik Sheehan

Practical Arts: Family and Consumer Science

Mrs. Michelle Baldino
Ms. Karen Holeczko
Mrs. Brenda Smith

Physical Education

Ms. Samantha Boschetti
Mr. Patrick DeBonta
Mr. Gerry Gallagher
Mr. Alan Hauser
Mrs. Jodi Inglis
Mr. Brian Kopnicki
Ms. Kathleen Maggi
Ms. Angelica Piccolo
Mr. John Krip
Ms. Kristen Rush
Ms. Danielle Stanton
Mr. Donald Heyburn,
Athletic Trainer

Visual and Performing Arts

Mr. Noel Glaser
Mr. Kenneth Korlishin
Mr. Andrew Havington
Mr. Kevin Lynch
Mr. Paul Moench
Mrs. Sharon Pflug
Ms. Joanne Zoppo

Science

Ms. Tammy Bombard
Mr. John Brinkman
Ms. Jaclyn Buchalski
Mrs. Heather Einstein
Mr. Glenn Ericksen/
*Ms. Tracy Scerra
Ms. Guida Faria
Mr. Jonathan Henzel
Mrs. Michelle Lourenco
Mr. James Miller
Mrs. Nancy Miller/
*Mr. Paul Rolfe
Ms. Urvashi Patel
Dr. Daniel Rumack
Mr. Evan Rupff
Mrs. Rachel Salazar
Dr. Dorine Starace
Mrs. Ruth Starkins

Social Studies

Mr. Christopher Butchko
Mr. Leonard DePoe
Ms. Alyssa George
Mr. Max Dorsey-Gordon
Mr. Wayne Guarino
Ms. Meagan Miller
Mr. Erik Morrison
Mr. Peter Porter
Mr. Scott Riotto
Ms. Nancy J. Robinson
Ms. Stefanie San Filippo
Mr. Chris Trzepinska
Mr. Ryan Vallery

Special Services

Mrs. Barbara Carriere
Ms. Joann Clancy-Muller
Ms. Ernestine Costa
Mrs. Stacey De Marco
Mrs. Barbara Fahey
Mr. Charles Fischer
Mrs. Ina Greenspan
Ms. Natasha Guardabasco
Mr. Matthew Hill
Ms. Jana Lenox
Mr. Robert Naturale
Mrs. Wendy Zwoboda

World Language/English as a Second Language

Mrs. Lucia Cuomo
Mrs. Janet D'Innocenzio
Ms. Jennifer Flores
Ms. Julia Frances
Ms. Corrine Letterese
Mr. Michael Micucci
Ms. Rosa Przetak
Mr. Danilo Ramirez
Mrs. Julia Koch
Mrs. Lijuan Yan
Mr. Joseph Zichella

* Denotes Leave
Replacement

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL 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.

GUIDANCE DEPARTMENT

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

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

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

STANDARD GUIDANCE TESTING

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

The PSAT measures skills in three basic academic areas important for success in college; Verbal reasoning, Math problem-solving, and Writing skills. The test is comprised mainly of multiple-choice questions; however, the math section also includes questions that require students to produce their own responses. The PSAT is normally administered on the third Saturday in October at the high school. Exact date, time, cost, etc., is provided to students in early September.

COLLEGE-BOUND JUNIORS AND SENIORS TAKE NOTE: Registration forms and sample test materials for the Scholastic Aptitude Test (SAT I), Achievement Tests (SAT II), and the American College Test (ACT) are available in the Guidance Office. Information is also available on the Guidance Department Website; Montville.net.

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

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

COLLEGE APPLICATIONS — TRANSCRIPTS

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

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

During the month of September, all college-bound seniors will be given a checklist outlining the steps to be taken in the processing of college applications. Students and parents are urged to refer to the Guidance Website at www.montville.net.

WORKING PAPERS

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

PLANNING CALENDAR

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

FRESHMAN-SOPHOMORE CALENDAR

September:

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

October:

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

October — November — December:

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

January — February:

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

January — April:

- Attend group meeting on decision making.
- Evaluate your study techniques.
- Begin talking seriously with your parents regarding your plans for the future—both career and educational.
- Begin a serious review for the PSAT-SAT. The PSAT is administered annually in October. The SAT is administered throughout the school year. Students are encouraged to take advantage of the several reference books and software packages available at local book stores. Keep up your outside reading program.
- Sophomores take the career search on the Naviance program located on the Guidance website.

May — June:

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

June:

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

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

JUNIOR-SENIOR CALENDAR

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

September:

- Prepare a self-inventory. Outline your goals, interests, abilities, work habits, grades, and ambitions. Know yourself!
- Understand the significance of the PSATs.

September — March:

Research College/Career Schools:

- Talk to college representatives who visit MTHS during lunch period in the fall.
- Visit Colleges and Open House programs.
- Schedule a guidance appointment to use the Naviance computer program with your counselor or access the program from home.

October:

- Take the preliminary Scholastic Aptitude Test (PSAT) at MTHS.
- Attend the Regional College Fair at County College of Morris with your parents.
- Participate in the career search group session presented by the Guidance Department in the media center.

November — December:

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

December:

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

- The kind of education you wish to pursue.
- Characteristics of the school you will attend (size, location, programs, ROTC, religious affiliation, athletics, academic level, length of program).
- Meet with past graduates as they return home for December vacation to discuss their college experiences.

January-February:

- Keep those grades up!
- Meet with your counselor to discuss your academic program for senior year. Be sure you meet the academic requirements your post-graduate plans. Ask your parents to attend this meeting.
- Register for the SATs to be administered in March, May or June.
- Register for the Advanced Placement exams to be administered in May.
- Have your parents attend Junior parent night.

STOP!! At this point...

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

March:

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

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

Spring:

SAT – II'S

- (a) Refer to the SAT/ACT Test Date Calendar you received in the fall. Note the registration dates carefully. Register directly with Education Testing Service. Booklets and registration materials are available in the Guidance Office.

NOTE: MTHS CEEB Code Number: **310826**.

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

Attend Post High-School Planning Conference: Individual conferences are held with junior students and their parents in the spring of every year.

These conferences are scheduled by your guidance counselor based on input from your parents.

It is imperative you attend this session. During this program, the following will be discussed:

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

May – June:

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

Summer:

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

Senior Year—The Application Process

September:

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

STOP!!!Your post-secondary plans should be well established at this point in time. However, if you have not yet begun the process, take advantage of the fall vacations by visiting colleges/career schools and sending for applications. Get going! It's never too late.

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

October:

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

November—December:

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

It is to your advantage to get your applications to the colleges by December. As soon as you complete an application, give it to your counselor to process. The Guidance Department processes over 1,600 applications. You must allow a minimum of two weeks for processing. An application that needs to be mailed by the winter break must be submitted by the last week of November.

January:

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

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

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

February — March — April:

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

Winter — Spring:

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

April — May:

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

May:

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

June:

Graduation — Good Luck!

DISTRICT GRADUATION POLICY

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

Graduation Requirements

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

140 credits:

4 years Physical Education/Health	20 credits
4 years English	20 credits
3 years Social Studies	15 credits
3 years Mathematics	15 credits
3 years Science	15 credits
2 year World Language	10 credits
1 year Fine, Practical, Visual or Performing Arts	5 credits
1 year Career Education, Consumer, Family, Life Skills or Vocational Education	5 credits
1 semester of Financial Literacy	2.5 credits
Additional Credits in Electives/Majors	32.5 credits
MINIMUM CREDITS	140 credits

COURSE REQUIREMENTS

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

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

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

HSPA PREPARATION

Except as provided below for educationally handicapped pupils, a graduating pupil must demonstrate proficiency at or above the state levels in language arts, mathematics, and biology on the state mandated High School Proficiency Assessment (HSPA). A pupil who performs below the state minimum level of proficiency in one or more of the HSPA areas in any academic year will be given a comprehensive evaluation and appropriate remedial services, based on multiple indicators, (standardized tests scores, grades and teacher recommendations) which will include the development and implementation of an Educational Proficiency Program.

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

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

EDUCATIONALLY HANDICAPPED PUPILS

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

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

An educationally handicapped pupil who has not been exempted from the proficiencies or has performed below the state minimum levels of proficiency in one or more areas on the HSPA shall participate in the Alternative High School Assessment (ASHA). An educationally handicapped pupil who resides in this district and attends a secondary school outside this district may elect to receive a diploma from this Board, provided the school attended is empowered to grant a diploma and the pupil has fulfilled the graduation requirements established by that school.

PUPILS OF LIMITED ENGLISH-SPEAKING ABILITY (ESL)

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

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

EARLY GRADUATION

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

Three-year graduation: June 1 of sophomore year

Three-year and summer: June 1 of sophomore year

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

CLASS ELIGIBILITY

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

SCHEDULES

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

REQUEST FOR ENTRY INTO ADDITIONAL COURSES/MINIMUM COURSE LOAD

In very unusual circumstances, where graduation requirements must be met or a definite hardship would be experienced by the student, the student may request to enter a class by preparing a written petition outlining all the arguments for a waiver of policy. The petition will be reviewed by a committee consisting of the teacher, department supervisor, counselor, and principal; and if a waiver is granted, it will be the student's responsibility to independently complete all back assignments within two weeks of entry or a date stipulated in a contract developed between the student and teacher. In the event of any late entry, the student enters with an incomplete for the work covered and is responsible for make-up work, as stated.

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

COURSE WITHDRAWALS

Students may withdraw from any course without a notation on their transcript before the end of the 10th day of the semester in which the course begins. Students will not be permitted to withdraw from a class after these dates without administrative approval. Students withdrawing with approval will receive a notation of "WP" or "WF" on their transcripts. Grades from any course dropped after the first marking period will carry over to the new course. If the change takes place during the first marking period, the student has the option of getting an incomplete and making up the missed work in the new course, according to the incomplete policy. All course withdrawals must be approved by the parent, teacher, department supervisor, guidance counselor, and Director of Guidance.

A student who has been administratively withdrawn from a course will receive a notation of "WF" on his/her transcript. A student who withdraws from a course prior to its completion will **not** receive partial credit.

STUDENT PROCEDURE FOR QUESTIONS REGARDING GRADES/CHALLENGES

A student should request a meeting with the teacher to discuss the grade in question. If the problem is not resolved at this level, the student may request a meeting with the teacher and department supervisor. If desired, the guidance counselor and parents may attend. The

department supervisor will mediate the problem. In the event that it is not resolved at this level, the student may then appeal to the administration.

Questions or challenges of grades must be timely to be relevant. Therefore, no question about or challenge to an assigned grade may be made after the end of the marking period following the marking period in which the grade was assigned. Challenges to final grades must be made by the first full week in September of the following year.

GRADE POINT AVERAGE

A cumulative grade point average (GPA) is maintained on all students beginning with the freshman year based on final grades in each course. It is essential that students recognize the importance of GPA in the college admissions process. At Montville Township High School, academic transcripts contain a student's 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

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

Physical Education/Health, Remedial Courses, and classes taken on a Pass/Fail will not count towards the calculation of a student's GPA.

Honor Roll

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

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

Students must carry a minimum of five graded courses per marking period to be eligible.

Although Physical Education/Health and Pass/Fail courses are not included in computing quality point average, the student would not be eligible for honor roll with grades lower than an "A-" for high honor roll and a grade lower than a "B-" for honor roll.

PASS-FAIL OPTION

To encourage students to take elective courses for enrichment purposes, students may elect to take up to 10 credits per year on a pass/fail basis. To exercise this option, students must fill out the Pass/Fail Form from the list of approved courses within the first ten (10) school days the class is in session. A student may not elect to return to graded status after that date. (This includes Independent Study.)

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

SENIOR AUDIT OPTION

To encourage seniors to take an academic course(s) for enrichment purposes, they may elect to take up to five credits during their senior year on a graded, no-credit basis. Seniors may not select a course which is required to meet graduation requirements. The course title and final grade will appear on the transcript; however, no credit will be awarded. The word "audit" will appear after the course title.

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

SENIOR EXEMPTIONS

In order for a Senior to be exempt from a final examination, he/she must have a minimum grade of 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.

ACADEMICS

EXAMINATION POLICY

Exams will be given by all departments. All exams will be administered in academic and elective courses. Permission may be granted for students to terminate the school year prior to final exams, and final exams may be given at a later date with prior permission. 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 final exam will result in a final grade of F for the course. Students may review their final exams the last day of school.

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.

HEALTH/PHYSICAL EDUCATION DEFICIENCIES

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

HOMEWORK POLICY

Homework is considered to be an integral part of the curriculum at Montville Township High School. At a secondary level it should be understood that homework is assigned in most subject areas. 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)

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.

- 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 teacher's website where assignments are updated regularly.
- 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.
- 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

- 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.
- 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.
- If notebooks or written assignments are sloppy or disorganized, the parent/guardian should encourage the student do it over.
- 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.
- 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".
- Check parent access in Genesis regularly to monitor your student's progress.

INCOMPLETES

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

INDEPENDENT STUDY PROGRAM

The Independent Study Program is designed for a student who is self-motivated, works well with a minimal amount of supervision, and demonstrates the desire and interest to pursue a course of study in a subject area not offered in the high school curriculum. Under the guidance of a faculty advisor, each student participates directly in the planning and development of a personalized educational experience. As a result, the Independent Study stimulates creativity, independent research, and the ability to plan, organize and evaluate a self-designed project. Because of the nature and flexibility of this program, final grades are reflected on a student's transcript but are not calculated in a student's grade point average. Students are limited to one

Independent Study (maximum 5 credits) per year. Should this program be graded on a Pass/Fail basis, it would count as part of the 10 credit limit stated in the Pass/Fail Policy.

Any student interested in pursuing Independent Study should first discuss the plans with his/her counselor. Each student must also secure a teacher who will act as teacher-advisor. Seniors may not use Independent Study for sign-in/sign-out.

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

OPTION ii PROGRAM

In order to maximize student achievement, Montville Township High School encourages students to take alternative learning experiences that are stimulating and intellectually challenging beyond the traditional classroom. Option ii of the high school graduation requirement allows local school districts to design/approve educational experiences that serve as an alternative to traditional instruction and provide meaningful experiences that support student achievement. This program allows students to obtain credit for learning experiences outside of the traditional classroom environment. Some of these experiences may provide real-world connections not available in the school setting. Other learning experiences may go beyond what the traditional high school can provide, allowing students to participate in research, international study, or college level work. Any student interested in pursuing Option ii credit(s) should contact his/her guidance counselor for an application.

SENIOR WORK-STUDY

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

- Only seniors will be allowed to participate in the Senior Work-Study Program.
- Students must be present for four (4) periods before leaving for work. Depending on the availability of courses, the Senior Work-Study may be scheduled for AM or PM.
- Students opting for Senior Work-Study must complete the application forms and return by the specified date.

Students must have working papers on file in the guidance office.

Students participating in an athletic program will not be permitted to participate in the Senior Work-Study program during that particular season.

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

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

MIDDLE COLLEGE PROGRAM

The Middle College Program is a cooperative program with Fairleigh Dickinson University. This program grants college credit for college level high school courses taught by qualified high school faculty. This means MTHS students would be eligible to receive not only high school

credit for taking certain MTHS courses, but also would be eligible to receive college credit from FDU for the same courses. MTHS courses that have been submitted for consideration as college level include, Marketing, Accounting I and II Honors, Pre-Calculus Honors, Calculus Honors, Probability and Statistics, Humanities I and II, Asian History Honors, World History/Cultures Honors, Anatomy and Physiology, and Physics Honors. Once notification is received from FDU as to which courses qualify for the program, registration information will be provided to parents.

MAKE-UP TEST/WORK

Students who are absent for valid reasons, are responsible for making up work missed during absences. The student is allowed one school day for each day absent to make up any work missed. If a student is present in school, but is absent without authorization from a class where a test is given, the right to make up the test is forfeited, and a grade of "0" (Zero) will be assigned for the test. "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 days before the final examination period. Normal class work assigned during the ten days prior to the final examination period must be turned in before the exam is taken.

NATIONAL HONOR SOCIETY MEMBERSHIP CRITERIA

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

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

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

Leadership

The student who exercises leadership:

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

Service

The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude.
- Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor or disadvantaged; family duties.
- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.

- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Cheerfully and enthusiastically renders any requested service to the school.
- Is willing to represent the class or school in inter-class and inter-scholastic competition.
- Does committee and staff work without complaint.
- Shows courtesy by assisting visitors, teachers, and students.

Character

The student of character:

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

TERM PAPER POLICY

All papers 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.

TWO-F-POLICY

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

FOUR-F-POLICY

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

THREE-F-POLICY

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

WORLD LANGUAGE HONOR SOCIETIES

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

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 pupils or teams of pupils of this district when such events occur within or between separate schools within this district or with any schools outside this district. A pupil who wishes to participate in athletic competition must submit, on a form provided by the district, the signed consent of his or her parent or guardian. The consent of the parent or guardian of a pupil who wishes to participate in interscholastic athletics must include an acknowledgment of the physical hazards that may be encountered in the sport.

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

1. Demonstrated satisfactory attendance by maintaining a record of 90% attendance in the semester preceding the commencement of the activity.
2. 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 pupil who has been absent for a school day may participate in an athletic competition or extra-curricular activity scheduled for the afternoon or evening of that school day or for a weekend activity following his or her absence on the last school day before the weekend. To be considered in attendance, a student must be present for at least half the day.

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

Good physical condition, freedom from injury, and full recovery from illness are prerequisites to participation in athletic competition and practice for such competition. 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 pupil athlete and shall conduct blood pressure, blood, and urine tests as appropriate. Athletic coaches shall report to the school nurse any pupil athlete who appears to be unduly fatigued, out of breath, or otherwise disabled. Reports of physical examinations and assessments shall be filed in the pupil's medical records.

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

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

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

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. Ask your counselor for a copy of the Guidance Department Guidelines for Athletes and for a record release form for 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 THE COACHING STAFF

We believe that the purpose of training rules for the interscholastic athlete is to aid the athlete in the formation of a strong moral character and in sound preparation for life.

We believe that all interscholastic athletes should be treated the same, and that all interscholastic athletes are expected to abide by training rules throughout the school year and not just during the season of participation.

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

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

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

No student will receive a letter or be permitted to go out for another sport until all equipment has either been turned in or paid for. The head coach will verify the turn in.

CLUBS AND ACTIVITIES

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

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

ATTENDANCE
5200 ATTENDANCE

The Board of Education requires that the pupils 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 pupil and requires continuity of instruction and classroom participation. The regular contact of pupils 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 pupil is such as to interfere with learning or prevent attendance, or by the observance of the pupil'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 pupil, 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.

Pupils absent from school for any reason are responsible for the completion of assignments missed because of their absence. No pupil 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 pupil 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 pupil from the course of study during which absences have occurred or the suspension or expulsion from school of a pupil 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 pupil's behavior, and consider the modification of the pupil'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 pupil days present for all pupils by the total possible pupil days for all pupils 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 pupils are expected to be present in every scheduled class except if their attendance is excused in accordance with Board Policy Nos. 5200 and 5240. A pupil absent from a class more than ten percent of the days on which the class meets shall not receive credit for that course. N.J.S-A18A:7C-1 et seq.; 18A:35-1, 35-5, 35-7; 18A:36-17 N.J.A.C. 6:8-6.2, 8-7.1; 6:27-1.3, 27-1.13; 6:28-4.4

ARRIVAL AND DISMISSAL

Morning Arrival - Students are to allow adequate time prior to the start of school to visit their locker and organize their day. Frequent visits to lockers are not allowed and take time away from instruction. Students 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 nurses' office (ext. 2609) in the morning to report an absence. Students are not permitted to call in their own absence. All students are required to submit a note to their homeroom teacher explaining the reason for their absence the day of their return to school.

DOCUMENTING EXCUSED ABSENCES

Documentation verifying excused absences must be submitted to the attendance office 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.

LOSS OF CREDIT

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

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

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

VACATION POLICY

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

provide families with the opportunity to develop vacation plans which do not interfere with regular school attendance.

Student absence for vacation will be treated as an unexcused absence. Teachers will not be expected to extend their normal work day to provide remediation or to administer tests for vacationing students. The child's teacher will not be required to repeat lessons which were given during the vacation period.

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

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

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

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

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 7:00 a.m. to 3:00 p.m.
2. During the regular periods of the school day, all students using the media center must sign in at the desk. All students leaving the media center must sign out as they leave.
3. Students wishing to spend their free period studying in the media center must report first to their regularly assigned study hall, sign in, and pick up a pass. Such students then come to the media center, sign in there, and remain until the end of the period.
4. The media center will be open during the lunch period.
5. Students will use school ID cards as library cards.
6. Books are signed out for two weeks and may be renewed for two more weeks. Additional renewals are at the discretion of the librarian. Magazines are signed out for three days. Borrowing rules will be posted in the media center and are to be observed. Keeping track of the due 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 centers resources during study periods and after school. All students must sign in at the desk. A Check Point security system operates in the High School Media Center. This is part of an ongoing effort to improve service for students and faculty. The system insures that all books and materials leaving the Media Center have been properly signed out. Attempts to by-pass the system will result in disciplinary action.

MEDICAL

The Nurse's Office is located in the rotunda area. Students will be admitted with a written pass only. All accidents and illness must be reported to the nurse at once by staff and students.

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

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

Over-the-counter medications will be allowed to be dispensed by the school nurse. Permission forms must be completed and all medication must be delivered in the original sealed container. The following medications are approved: Tylenol, Motrin and Mylanta. If you require daily medications, your doctor as well as your parent must sign a form and the prescribed medication

must be delivered to the school nurse in the original container. Students may carry medication for asthma or other life-threatening illnesses, with parent and physician written approvals.

All doctor notes and excuses must be presented in the original form. Acceptable notes are those from medical doctors, nurse practitioners and physician assistants. Chiropractor and physical therapy notes will only be accepted for injuries related to that practice. All extended physical education excuses must be renewed every sixty days. The nurse, physical education teacher, and the Director of Physical Education will review all medical notes related to modified or extended physical education excuses. In addition, excuse notes related to health for any other reason must also be renewed every sixty days.

Parent/guardian signatures will be required for all health-related information to be confidentially shared among school staff. School staff consists of substitute nurses, the Principal, classroom teachers and aides.

NON-RESIDENT STUDENTS

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

PASSES

Tardy Passes

Tardy Passes are issued by the late table for students who arrive late to school. Students who arrive to their 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.

GUIDANCE OFFICE PASSES

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

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

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

POSTERS AND NOTICES

Posters and notices of any kind must receive 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. Students who post notices are responsible for removing them.

SCHOOL CLOSING/EMERGENCY

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

SPECIAL SERVICES

A Child Study Team, consisting of a school psychologist, social worker, and learning disabilities teacher consultant, is available at the high school to assist students and parents. TELEPHONE: 973-331-7100 ext.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, guidance counselor and/or principal. Parents have the option of making a referral to the Intervention and Referral Services (I&RS) committee or to the Child Study Team (CST). The I&RS offers intervention procedures that are provided within the regular education school program. At times, however more extensive interventions that can be provided in a regular educational setting are necessary to assist the student. If the decision is

made to undertake a full Child Study Team evaluation, the child's social, emotional and academic status may be assessed. Medical or other specialized evaluations may be included in the assessment at no cost to the parent. If a child is determined to be eligible for special education and related services, an individualized Education Program (IEP) is developed which includes a rationale for the student's educational placement and the basis for the program implementation.

STUDENT OBLIGATIONS/REPORT CARDS

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

STUDENT MESSAGES

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

TEXTBOOKS AND EQUIPMENT

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

THEFT AND THEFT REPORTING

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

VOTER REGISTRATION

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

PUPILS, DRUGS, AND ALCOHOL

PUPILS AND ALCOHOL

In accordance with Board policy #5530, the following procedures are established for the instruction of pupils in alcohol abuse and the evaluation and treatment of pupils under the influence of alcohol or involved with alcohol.

PUPILS AND DRUGS

In accordance with Board policy #5530, the following procedures are established for the instruction of pupils in drug abuse and the evaluation and treatment of pupils who possess drugs, are under the influence of drugs or are involved with drugs. For the purpose of this policy: "Drugs" means alcoholic beverages, controlled dangerous substances as defined at N.J.S.A. 24:21-2, anabolic steroids, or any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain

or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A.2A: 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 pupils. Drug education in the secondary grades will be conducted for no fewer than ten clock hours per school year.
2. Teachers and administrators will be requested to evaluate annually the effectiveness of the drug education program.
3. Efforts to determine and remediate the underlying causes of drug abuse within the school environment will be encouraged.
4. Special courses or classes may be provided as required to meet the needs of pupils with drug problems.

Identification and Remediation of Pupils Involved with Drugs:

1. A pupil is "involved with drugs" when he/she uses or is influenced by drugs, but not necessarily on school premises or during the school day. A suspicion or determination that a pupil is involved with drugs does not depend on a finding that the pupil is under the influence of a drug or possesses or distributes a drug on school premises.
2. Teaching staff members will be alert to the signs of a pupil's involvement with drugs: impaired health or fatigue; excessive truancy or tardiness; lower grades; depressed appetite or loss of weight; appetite extremes; eyes that are bloodshot, watery, extremely wide, or have extremely small pupils; an unusual body or breath odor; needle tracks; a change in attitude, personality, temperament, appearance, or peer groups; mental confusion; financial problems; resort to excuses and rationalization.
3. When there are observable behaviors that may be indicative of a drug abuse problem, the referring staff member shall consult with the Student Assistance Counselor or Core Team member. When necessary, a written confidential report on the student's behavior shall be requested from respective staff through the use of an appropriate instrument to indicate a drug-related problem. The Core Team shall then meet to assess the reported behavior and gather any additional information they may deem necessary.
4. If, as a result of the Core Team's assessment, it appears probable that the student's behavior is caused by a drug use problem, the Principal shall be notified of such findings. A conference with the student, parent(s), Student Assistance Counselor and Core Team shall review these findings and recommend appropriate actions.
5. After the diagnostic assessment and urinalysis, the clinician/agency shall send a written report outlining findings and therapeutic recommendations to the Student Assistance Counselor. The Core Team shall review these findings and recommend appropriate actions.
6. If it is determined that the student is in need of a more extensive evaluation and/or treatment for a drug use problem and/or the parent fails to cooperate with the Montville Township School District, the student will be placed on home instruction or an alternative educational program until such time as treatment participation can be documented.
7. A parent who refuses to comply with N.J.S.A. 18A:40A-12 shall be deemed to have violated the compulsory attendance statute and/or the child abuse and neglect statute and may be subject to prosecution.

Evaluation and Treatment of Pupils under the Influence of Drugs

1. A pupil is under the influence of drugs when he/she is observed in the use of drugs or exhibits physical and/or behavioral characteristics that indicate drug intoxication.
2. Whenever it appears to an employee of the school district that a pupil may be under the influence of drugs, the employee shall report the matter as soon as possible to the school

nurse or the school medical inspector and the Principal (or, in the Principal's absence, to a person designated by the Principal). If neither the school nurse or school medical inspector is available, the staff member responsible for the function shall be notified.

3. The Principal shall immediately notify the pupil's parent and the Superintendent.
4. The Principal shall arrange for the immediate examination of the pupil by a doctor selected by the parent or guardian or, if the parent's doctor is not immediately available, by the school medical inspector. The pupil shall be taken to the emergency room of the nearest hospital for examination. The pupil shall be accompanied by the pupil's parent if possible or by a member of the school staff appointed by the Principal. An examination conducted; at parental request by a physician other than the school medical inspector shall not be at district expense.

The examination shall include but not be limited to a urine drug screen:

Alcohol	Barbiturate	Cocaine	Steroids
Amphetamine	Cannabinoids	Heroin	
Ketamine	Pencyclidene	Opiates	

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

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

- a. School report of the incident of drug involvement;
- b. Counselor's report of student's educational status (to include current Progress Reports); 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 pupil'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 pupil's possession. Drug evidence shall be sealed in an appropriate container; labeled with the date, name of the pupil, and name of the school official who conducted the search and found the drug. The evidence shall be locked in a secure place until the school official delivers the evidence to a law enforcement officer, from whom the official shall obtain a receipt.

2. A pupil found to have possessed, distributed, or used drugs in violation of law and Board policy #5530 shall be reported to appropriate law enforcement officers and is subject to discipline in accordance with Board policy on suspension and expulsion.
3. A pupil convicted of drug use, possession, and/or distribution may be admitted to school on the recommendation of the Core Team. A pupil who has been removed from school for his/her involvement with drugs, other than a pupil who has been expelled from school, shall be placed on home instruction.

NJSIAA STEROID TESTING POLICY CONSENT TO RANDOM TESTING

In Executive Order 72, issued December 20, 2005, Governor Richard Codey directed the New Jersey Department of Education to work in conjunction with the New Jersey State Interscholastic Athletic Association (NJSIAA) to develop and implement a program of random testing for steroids, of teams and individuals qualifying for championship games.

Any student-athlete who possesses, distributes, ingests or otherwise uses any of the banned substances, without written prescription by a fully-licensed physician, as recognized by the American Medical Association, to treat a medical condition, violates the NJSIAA's sportsmanship rule, and is subject to NJSIAA penalties, including ineligibility from competition. The NJSIAA will test certain randomly selected individuals and teams that qualify for a state championship tournament or state championship competition for banned substances.

The results of all tests shall be considered confidential and shall only be disclosed to the student, his or her parents, and his or her school. No student may participate in NJSIAA competition unless the student and the student's parent/guardian consent to random testing.

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

RECORDS

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

DATING VIOLENCE AT SCHOOL (5519)

The Board of Education believes a safe and civil environment in school is necessary for children to learn. A pupil who is a victim of dating violence suffers academically and the pupil'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 pupil 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 pupil 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 towards 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, pupil counseling (all pupils involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive pupil interventions (Intervention and Referral Services (I&RS), behavioral management plans, and/or alternative placements.

A pattern of behaviors may be an important sign a pupil 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 pupil in an unhealthy or abusive relationship may exhibit. Many of these warning signs make a connection to one pupil 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 pupils 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 pupil 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 pupils within the district and in any handbook.

STUDENT CODE OF 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 room 504. Students assigned to Central Detention may use the late bus for transportation home, provided they obtain a late bus pass from the teacher assigned to Central Detention. Failure to attend central detention will result in further disciplinary action.

Saturday Detention

Saturday Detention is assigned to students by the Principal or Assistant Principal. Parents are responsible for transportation to and from Saturday Detention. Saturday detention is scheduled from 8:00 a.m. to 11:00 a.m. in the High School Media Center. Failure to attend (unexcused absence) will result in 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 holds 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.

BULLYING, INTIMIDATION, HARASSMENT

OVERALL EXPECTATIONS FOR ACCEPTANCE AND TOLERANCE

At Montville Township High School it is believed that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. For these reasons, an environment fostering mutual respect and acceptance and tolerance of others is expected from all students. Toward that end, the administration encourages the reporting of any perceived acts of bullying, intimidation and/or harassment.

Acts of bullying, intimidation or harassment are to be reported to the Principal and/or designee to determine whether the alleged act constitutes a violation of Board Policy 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, nurse, parent or friend who can forward the concerns to the Principal. The Principal and/or designee shall conduct a prompt, thorough and complete investigation of the alleged single incident or pattern of intolerant behaviors. Intimidation in the form of cyber-bullying where electronic devices, such as cell phones and social media, are involved should also be reported.

Consequences and remedial action may range from positive behavioral intervention up to and including Central Detentions, Saturday Detentions, Alternative Education Setting (ISS) assignments, and suspensions (out of school) as permitted under N.J.S.A. 18A:37-1. Some acts of bullying, intimidation, or harassment may be so serious that they require a response by law enforcement officials. Acts of reprisal or retaliation against anyone who reports any act of harassment, intimidation or bullying will not be tolerated.

BEEPERS, CELLULAR TELEPHONES and DIGITAL AUDIO PLAYERS

Beebers

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

Cellular Telephones

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

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

Digital Audio Players

Students may bring and/or possess digital audio players (MP3 players, 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. Pupils are to show good manners on the buses and elsewhere.

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

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

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

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

CARD PLAYING

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), 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 (plastic flip-flops, beach jackets, swim wear, etc.). Shorts are acceptable attire, but must be no shorter than mid-thigh length. Cut-off or frayed shorts and spandex (biker shorts are not acceptable).

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

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

LUNCH PERIOD RULES

During the lunch period, students may eat in the following areas: the cafeteria, the rotunda, the gym, any classroom in which there is adult supervision, on the school steps and outside in the picnic areas. Only seniors may utilize the tables in the central courtyard. Students may not eat while they are seated on the floor.

Students may not eat in the Media Center, in any of the computer labs (Science, Architecture/Drafting, Math and Business) in the Nurse's Office and the auditorium.

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

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

SMOKING POLICY

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

SNOWBALL POLICY

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

TRUANCY

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

UNAUTHORIZED DISMISSAL

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

VANDALISM

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

LASER LIGHTS

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

GENERAL ADMINISTRATIVE DISCIPLINARY ACTIONS

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 pupil 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: Alternative Educational Setting, 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, 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.)

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 Policy

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

First Offense: Review Tardy Policy/Warning

Second Offense: Warning & Notification of tardy status

Third Offense: Parent Notification

Fourth Offense: Lunch Detention

Fifth, Sixth, and Seventh Offense: Lunch or Saturday Detention as determined by Administrator
Failure to attend Saturday Detention will be considered insubordination and result in 3 days of suspension.

Eighth Offense and Above: ISS, mandatory parent conference with appropriate school support group (CORE, PAC, 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

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

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

Students will be given, at minimum, 1 day out of school suspension, 1 day of Alternative Education Setting and will be required to view appropriate instructional materials.

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 behavior, attendance, and grades will be reviewed to determine if the permit remains valid.

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)

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

Athletics

Mr. Paul Pignatello-2631
Mr. Donald Heyburn: Athletic Trainer-2632
Mr. Dan Vohden-2630

Business

Mr. Edward Avergun – 2787
Mrs. Laura Fuhrmann
Ms. Angela Kalavrezos-2788
Mr. Jeff Maly-2789
Mr. Jeffrey Snyder

English

Ms. Alessandra Brita - 2726
Mr. Andrew Cecala-2727
Mrs. Sarah Cooper-2728
Mrs. Mary Gormley-2730
Mrs. Heidi Kmetz-2729
Ms. Sonja Gutwerk
Mrs. Jennifer Kilanowski-2732
Mr. Kurt Kilanowski-2733
Mrs. Cheryl Kurland-2734
Ms. Catherine Lomauro-2735
Ms. Nicole Magliaro
Ms. Megan Mitchell
Ms. Nicole Rebholz-2738
Mr. Ken Sachs-2736
Ms. Kaitlin Sullivan-2739

Family & Consumer Science

Mrs. Michelle Baldino-2701
Ms. Karen Holeczko-2702
Mrs. Brenda Smith – 2703

Guidance

Ms. Alison Crerar
Mr. Joseph DiGiacomo-2654
Mrs. Kim Garcia-Cunha-2651
Mrs. Rebecca Glennon-2655
Mrs. Naomi McCloskey-2653
Ms. Paula Musciotto-2652

Industrial Technology

Ms. Frances Hersh-2704
Mr. William Kocur-2706
Mr. Donal Morgenroth
Mr. Erik Sheehan
Mr. Anthony Sia-2791

Mathematics

Ms. Rebecca Anderson
Ms. Shari Abramowitz-2792
Ms. Dana Bertoli-2794
Mr. Andrew Burrell-2782
Mr. Peter Dmitrieff
Ms. Cheryl Evans-2778
Mrs. Anita Gerber-2779
Mrs. Helen Gizas-2780
Mr. Mark Philhower-2783
Ms. Laura Rivera-2793
Mr. David Shutovsky-2784
Ms. Allycia Tell
Ms. Mital Vyas-2785
Mrs. Patricia Wolf-2786

Media

Mrs. Jennifer Keneally

Physical Education

Ms. Samantha Boschetti
Mr. Patrick DeBonta-2802
Mr. Gerry Gallagher-2803
Mr. Alan Hauser - 2804
Mrs. Jodi Inglis-2805
Mr. Brian Kopnicki
Mr. John Krip-2806
Ms. Kathleen Maggi
Ms. Angelica Piccolo
Ms. Kristen Rush- 2807
Ms. Danielle Stanton

School Nurse

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

Science

Ms. Tammy Bombard-2826
Mr. John Brinkman
Ms. Jaclyn Buchalski-2830
Mr. Glenn Ericksen-2828
Ms. Heather Einstein – 2831
Ms. Guida Faria-2841
Mrs. Michelle Lourenco -2832
Mr. Jonathan Henzel
Mr. James Miller-2835
Mrs. Nancy Miller-2836
Mrs. Urvashi Patel
Dr. Daniel Rumack-2838
Mr. Evan Rupff-2839
Mrs. Rachel Salazar-2837
Dr. Dorine Starace-2833
Mrs. Ruth Starkins-2840

Social Studies

Mr. Christopher Butchko-2753
Mr. Leonard DePoe-2652
Ms. Alyssa George
Mr. Max Dorsey-Gordon
Mr. Wayne Guarino-2756
Ms. Meagan Miller-2757
Mr. Erik Morrison-2655
Mr. Peter Porter-2658
Mr. Scott Riotta-2659
Ms. Nancy J. Robinson-2660
Ms. Stefanie San Filippo-2754
Mr. Chris Trzepinska
Mr. Ryan Vallery

Special Services

Mrs. Barbara Carriere-2878
Mrs. Joann Clancy-Muller-2876
Ms. Ernestine Costa-2879
Mrs. Stacey De Marco-2808
Mrs. Barbara Fahey-2880
Mr. Charles Fischer-2881
Mrs. Ina Greenspan-2882
Ms. Natasha Guardabasco
Mr. Matthew Hill
Ms. Jana Lenox
Mr. Robert Naturale-2884
Mrs. Wendy Zwoboda-2885

Student Assistance Counselor

Mrs. Carol Caballero

Visual and Performing Arts

Mr. Noel Glaser-2709
Mr. Kenneth Korlishin-2710
Mr. Kevin Lynch
Mr. Paul Moench-2711
Mrs. Sharon Pflug-2712
Mrs. Miriam Stachow-2713
Ms. Joanne Zoppo-2715

World Language/English as a Second Language

Ms. Zoe Benedict
Mrs. Lucia Cuomo-2854
Mrs. Janet D'Innocenzio-2852
Ms. Jennifer Flores
Ms. Corrine Letterese-2851
Ms. Rosa Przetak-2853
Mr. Danilo Ramirez-2855
Ms. Michael Micucci-
Ms. Jennifer Wilkenson
Ms. Debbie Yao-2858
Mr. Joseph Zichella-2859

TESTING DATES

For additional information about the PSAT, SAT, and AP Exams:
<http://www.collegeboard.com/testing/>

For additional information about the ACT:
<http://www.actstudent.org/>

PSAT
Saturday, October 19, 2013

SATI / SAT II

<u>Test Date</u>	<u>Registration Deadline</u>
October 5, 2013	September 6, 2013
November 2, 2013	October 3, 2013
December 7, 2013	November 8, 2013
January 25, 2014	December 27, 2013
March 8, 2014	February 7, 2014
May 3, 2014	April 4, 2014
June 7, 2014	May 9, 2014

ACT

<u>Test Date</u>	<u>Registration Deadline</u>
September 21, 2013	August 23, 2013
October 26, 2013	September 27, 2013
December 14, 2013	November 8, 2013
February 8, 2014	January 10, 2014
April 12, 2014	March 7, 2014
June 14, 2014	May 9, 2014

2014 AP Exam Schedule

Week 1	8 AM	12 Noon	
Monday, May 5	Chemistry Environmental Science	Psychology	
Tuesday, May 6	Computer Science A Spanish Language	Art History	
Wednesday, May 7	Calculus AB Calculus BC	Chinese Language & Culture	
Thursday, May 8	English Literature & Composition	Japanese Language & Culture Latin	
Friday, May 9	English Language & Composition	Statistics	
	Studio Art – Last day for Coordinators to submit digital portfolios and to gather 2-D Design and Drawing students for physical portfolio assembly. Teachers should have forwarded students' completed digital portfolios to Coordinators before this date.		
Week 2	8 AM	12 Noon	2 PM
Monday, May 12	Biology Music Theory	Physics B Physic C: Mechanics	Physics C: Electricity and Magnetism
Tuesday, May 13	United States Government & Politics	Human Geography French Language & Culture	
Wednesday, May 14	German Language & Culture United States History	European History	
Thursday, May 15	Macroeconomics World History	Italian Language & Culture Microeconomics	
Friday, May 16	Comparative Government & Politics Spanish Literature & Culture		