

**MONTGOMERY
HIGH SCHOOL**

1016 Rte 601
Skillman, NJ 08558
609-466-7602
www.mtsd.k12.nj.us

Student's Name

WELCOME TO MONTGOMERY HIGH SCHOOL

Dear Parent and Student:

On behalf of the entire faculty, staff, and administration, I welcome you to a new year at the high school. Here you will find numerous opportunities for each and every student. Our vision is for Montgomery High School to maintain its status as one of the premier high schools in the State of New Jersey. We are committed to the pursuit of excellence while meeting the needs of every student. Education is the foundation upon which all futures will be built. We therefore, urge our students to set high standards and goals, get involved, participate fully, and approach high school with the seriousness it deserves in order to prepare for an increasingly competitive and technological world.

This handbook is designed to provide you with the organizational system and the information you will need to know as you proceed through this school year. Please pay special attention to the attendance policy, discipline guidelines, and dress code. Our purpose is to ensure that you are offered a quality education within a safe, orderly, and academically challenging environment.

Have a great school year!

*Paul J. Popadiuk
Principal*

Montgomery High School is an academically challenging and supportive community that provides innovative educational, extra-curricular, and social opportunities that encourage responsible citizenship and life-long learning.

We believe that the MHS community will:

Provide a supportive environment for academic and personal growth that fosters independence, self-reliance, and self-worth

Prepare students for a diverse and ever-changing society

Encourage the development of programs that promote good character

Enable everyone to feel physically, emotionally, and intellectually safe (free to verbally express opinions and ideas)

Value all for their unique qualities

Encourage all to pursue their individual goals in a challenging, supportive, and safe environment

Provide a positive learning environment where mutual respect and opportunity exist for the exchange of ideas among teachers, students, parents, and community members

Deliver an instructional program that addresses a variety of learning styles, interests, and levels of readiness for all students in all disciplines

Demonstrate honesty, integrity, and trustworthiness in academic pursuits and social interactions

Respect all people and cultures

Encourage participation in one's community as a social, civic, and personal responsibility

Promote learning as a life-long process.

Parents and Students:

The Montgomery Township School District policy can be located on our district website at www.mtsd.k12.nj.us :

P 2260	Affirmative Action program for school and classroom practices
P 2460	Special Education/Sending Districts
P 5200	Attendance
P 5330	Administration of Medication
P 5331	Management of life-threatening allergies in schools
P 5512	Harassment, Intimidation and Bullying
P 5530	Substance Abuse
P 5600	Pupil discipline/Code of conduct
P 5751	Sexual Harassment
P 8601	Pupil Supervision after school dismissal

Policies can be located by selecting the “Board of Education” tab and select “Board of Education” policies on the drop down menu. Policies are listed numerically on the left side of the page. For those who do not have access to a computer, copies of the policies are available in the main office of the high school.

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CLASS OFFICERS

Office	2012	2013	2014	2015
Pres.	Victoria Moffitt	Jake Yu	Ashish Reddy	TBD
VP	Jihae Moon	Johan Zhang	Marty Farricker	TBD
Sec.	Cathy Davanzo	Aneesha Varma	Rebecca Tu	TBD
Treas.	Joe Arnold	Amanda Schmidt	Daniella DeLaCruz	TBD
Historian	Megan Case	Arnav Chevula	Emily McKinnon, Molly Russo	TBD

STUDENT COUNCIL OFFICERS

President	Katie Jenkins	State Charity	Rachel Smith
Vice President	Paul Coletti	Human Rights	Austin Wong
Secretary	Rachel Spielholz	Special Projects	Vanessa DiPersia
Treasurer	Emily Gartenberg	BOE Rep.	Lulu Chen

VICE PRINCIPAL STUDENT RESPONSIBILITIES

Mr. Delgado	Sophomores and Seniors
Mrs. Gaylord	Freshmen through Senior (Guidance)
Mr. Pappa	Freshmen and Juniors

BOARD OF EDUCATION

Dr. Christine Ross, President	Mrs. Andrea F. Bradley, V. President
Dr. Christine Abrahams	Ms. Adelle Kirk-Csontos
Mrs. Shalini Bhargava	Ms. Anne Michaelson
Mr. Humberto Goldoni	Mr. Arun Rimal
	Dr. Lei Yu

CENTRAL OFFICE ADMINISTRATION

Mr. Earl Kim, Superintendent of School
Mr. Thomas Barclay, Assistant Superintendent for Curriculum, Instruction and Technology
Mr. Salvatore Colatrella, Director of Pupil Services
Mrs. Erin Peacock, Director of Assessment
Ms. Willa Spicer, Interim Director of Curriculum
Mr. Thomas Venanzi, School Business Administrator/Board Secretary
Mr. Russ Walsh, Director of Human Resources and Staff Development

HIGH SCHOOL ADMINISTRATION

Mr. Paul J. Popadiuk, Principal
Mr. Cory Delgado, Vice Principal,
Supervisor of Health and Physical Education
Mrs. Corie Gaylord, Vice Principal,
Supervisor of Guidance
Mr. Damian Pappa, Vice Principal,
Supervisor of Visual and Performing Arts & Related Arts
Mr. Tony Maselli, Director of Athletics
Mr. John Anagbo, Supervisor of English
Mrs. Jennifer Riddell, Supervisor of Mathematics
Mr. Jason Sullivan, Supervisor of Science
Mr. Adam Wright, Supervisor of Social Studies

OFFICE STAFF

Mrs. Kimberly Fogg, Main Office Clerk
Mrs. Paula Gebhart, Guidance Clerk
Mrs. Eva Kelly, Sec. to Vice Principal
Mrs. Lori Matthews, Sec. to Principal
Mrs. Kathleen Pae, Sec. to Vice Principal
Mrs. Dorothy Perovich, Main Office Clerk
Ms. Laura Prokop, Guidance Clerk
Mrs. Kathy Restuccia, Child Study Team Clerk
Mrs. Diane Talarick, Guidance Secretary
Mrs. Susan Zickus, Sec. to Athletic Director

2011 – 2012 Montgomery High School Faculty

ART

Ms. Tina Boyer
Mrs. Meredith Dornbach
Ms. Deidre McGrail
Ms. Heather Palecek

BUSINESS/TECHNOLOGY ED

Mr. Jeff Brooks
Mrs. Karen Cohen
Mrs. Dayle Franzysen
Ms. Teena Jessu
Mr. Timothy Leicht
Mr. Pete Mueller
Mr. Nick Mylowe

CHILD STUDY TEAM

Dr. Stacey Delbridge
Mrs. Jacqueline Raftery
Mrs. Ellen Stein

ENGLISH/READING

Mr. John Anagbo, Supervisor
Mrs. Sara Anderson
Mrs. Joan Cleary
Mrs. Christine D'Amore
Ms. Shelley Fallon
Mrs. Melissa Fattorusso
Mrs. Valerie Kriger
Ms. Evangeline Gumbs
Ms. Tara Handschin
Ms. Temmy Kim
Ms. J. L. Marshall
Ms. Sarah Matthews
Ms. Dianna Muzaurieta
Ms. Kelly O'Toole
Ms. Meredith Quick
Ms. Jessica Rainey
Ms. Frances Seid, ESL
Ms. Karen Stalowski
Mrs. Jennifer Waiter

FAMILY & CONSUMER SCIENCE

Mrs. Sofia Milner

GUIDANCE

Ms. Kelly DeBow
Mr. Keith Glock
Ms. Carla Hampton
Ms. Patricia Musial
Ms. Heather Pino
Mrs. Jessica Ritson
Mrs. Cheryl Watson
Student Assistance Counselor

HEALTH & PHYSICAL EDUCATION

Mr. Andrew Carfley
Ms. Carolyn Casey
Mr. Vincent Figueroa
Ms. Katie Foster
Mr. Michael Girvan
Mrs. Laurie Hunter
Mr. Vincent Ingraffia
Mrs. Claire Scarpa
Mrs. Johanna Snedeker
Mr. Richard Steeb
Ms. Tiffany Trockenbrod
Ms. Cristina Venetucci

MATH

Mrs. Jennifer Riddell, Supervisor
Mrs. Kristin DiPietro
Dr. Dan Fishman
Mrs. Jane Griesinger
Mrs. Manhong Liu
Mrs. Catherine McCusker
Ms. Dana Newbury
Ms. Anna Panova
Dr. Walter Paul
Mrs. Frances Ross
Mrs. Pamela Schumacher
Ms. Katherine Selby
Ms. Nitu Sinha
Mrs. Lena Spinneweber
Mr. Michael Stern
Ms. Stacey Wang

MEDIA CENTER

Mrs. June Beckford-Smith

MUSIC

Mr. Kawika Kahalehoe, Band & Orchestra

Mr. Adam Warshafsky, Band

Mr. Jeff Woodworth, Vocal

NURSES

Mrs. Pam Gizzi, Nurse

Mrs. Lisa Vanzino, Nurse

SCIENCE

Mr. Jason Sullivan, Supervisor

Mr. Rama Bulusu

Mr. Craig Buszka

Mrs. Lisa Chedid

Mr. David English

Ms. Meredith Fine

Mr. Brian Grieco

Dr. Florence McAuliffe

Mr. Jim Pendleton

Mr. Christopher Resch

Dr. Michael Sowa

Mr. Paul Spinelli

Dr. Donghong Sun

Dr. Thomas Witherup

Ms. Elizabeth Wittmann

SOCIAL STUDIES

Mr. Adam Wright, Supervisor

Mr. James Avallone

Mr. Frank Chmiel

Mr. Jonathan England

Mr. Matthew Flug

Mr. James Griffin

Mrs. Bonnie Lieu

Mr. Scott Mason

Mr. Zoran Milich

Mr. Stephen Miller

Ms. Eileen Moran

Mr. Jason Oosting

Mrs. Erin Reynolds

Ms. Colleen Shanahan

Mr. Paul Stemmler

Mr. James Washburn

SPECIAL EDUCATION

Mrs. Michele Caltiere

Ms. Aubrie Caprio

Mr. Sean Carty

Mrs. Peggy Cummings

Mr. Fred Godett

Mr. Kristopher Grundy

Mrs. Heather Hooven

Ms. Jennifer Jones

Mrs. Noelle Keller

Ms. Barbara Levenstien

Mrs. Robin Lewis

Mrs. Amy Mintz

Mrs. Zoya Pugh

Ms. Audrey Rosenthal

Mr. Jeff Tagliareni

WORLD LANGUAGES

Mrs. Susanne Asral

Mrs. Karen Beetham

Mrs. Franca Beumee

Mr. Brian Beyer

Ms. Ingrid Cousin

Mrs. Jenny Egas

Mrs. Karin Lee

Mrs. Victoria Licinski

Mrs. Jenny Lu

Mrs. Kimberly Marshall

Mrs. Eliana Molano

Mrs. Victoria Woods

*As of July 2011 Publication

BELL SCHEDULES

2011-2012 REGULAR BELL SCHEDULE			
	A Day	B Day	Time
7:20 - 8:49 (HR)	Block A1	Block B1	84+ (5)
8:53- 10:17	Block A2	Block B2	84
10:21 - 11:11	Unit Lunch	Unit Lunch	50
11:15 - 12:39	Block A3	Block B3	84
12:43 - 2:07	Block A4	Block B4	84

Buses dismissed at 2:15 PM

ALTERNATE BELL SCHEDULES			
	Assembly	Delayed Opening (2 Hour Delay)	$\frac{1}{2}$ Day: Early Dismissal
Block 1	7:20 – 8:27 (HR)	9:20 – 10:19 (HR)	7:20 – 8:23
Block 2	8:31 – 9:38 (A) 9:42 – 10:49 (B)	10:23 – 11:17	8:27 – 9:30
Unit Lunch	10:53 – 11:43	11:21 – 12:11	No Lunch Served
Block 3	11:47 – 12:54	12:15 – 1:09	9:34 – 10:37
Block 4	12:58 – 2:07	1:13 – 2:07	10:41 – 11:44

Note: The regular bell schedule is located on the back cover of the student agenda.

ATTENDANCE

The Montgomery Township Board of Education requires students enrolled in Montgomery Township schools to attend school regularly in accordance with the laws of the state. The consistent contact of students in the classroom with one another and their participation in a well-planned instructional activity under the direction of our faculty is vital to our students' success. Parents are encouraged to work in partnership with their children and school to minimize excessive or unnecessary absenteeism.

Attendance Policy

The Montgomery Township Board of Education recognizes its responsibility to provide a thorough and efficient education for every student within the district in keeping with the prevailing laws of the State of New Jersey. In order for administrators and teachers to successfully fulfill their responsibilities to students, it is essential that all students accept their responsibility to attend school as scheduled, and that parents/guardians support and reinforce their child's regular attendance.

To conform to state regulations requiring school districts to define "**excused**" and "**unexcused**" absences:

An "**excused absence**" is a student's absence from school for a full day or portion of a day for one or more of the following reasons:

- Personal illness (health care provider documentation),
- Professional appointments that cannot be scheduled during non-school hours (health care provider documentation),
- Montgomery High School curricular/co-curricular activities held during the school day or requiring early dismissal,
- Court appearance (court notice to appear),
- Driver's test (appointment card or license documentation),
- Family illness or death,
- New Jersey state approved religious holidays pursuant to N.J.S.A. 18A:36-14,
- College visitations; juniors and seniors only maximum 3 days (documented by a statement from the admissions office),
- Where appropriate, when consistent with Individualized Education Programs,
- Suspension from school,
- An absence for a reason not listed above, but deemed excused by a school administrator in charge of attendance, upon a written request by the student's parent/guardian stating the reason for the absence and requesting permission for the absence to be an excused absence.

An "**unexcused absence**" is a student's absence for all or part of a school day for any reason other than those listed above. Though a student may be absent with parental approval for reasons other than those listed above, the absence will be defined as verified but "**unexcused.**" It is also recognized that the parents/guardians may not always take their child to the doctor every time

he/she is sick. The district assumes that the “**unexcused**” absences will be used when it is necessary to miss school and documentation cannot be provided. “**Unexcused**” absences are not considered truancy unless the student is absent without parental consent.

Truancy

Truancy is a student’s absence from all or a part of the school day without the knowledge of the student’s parent/guardian. A pupil will also be considered truant if he/she:

- Leaves school at lunch time without a pass,
- Leaves school without permission when school is still in session,
- Leaves class because of illness and does not report to the school nurse, or
- Is present in school but is absent from class without approval. Such truancy from class is a “class cut.”

NOTE: Consequences for such actions are specified in the Student Discipline section of this handbook and may result in students receiving a zero for assignments/assessments missed.

Notice to School of Student Absence

Parents should call the attendance line at 609-466-7610, (select #2, then #5) as early as possible to report an absence. **This does not “excuse” an absence but informs the school that your child is absent with your knowledge and is not truant.** The student’s absence will be deemed either “**excused**” or “**unexcused**” based upon the documentation explaining the reason for the absence(s) that is presented to the Main Office by the student following their return to school. The school will make every effort to contact parents/guardians of any student who is absent for whom a phone call from home was not received.

School Response to Unexcused Absences

N.J.A.C.6A:16-7.8, school staff responses for unexcused absences are as follows: **For up to four cumulative unexcused absences, the school district shall:** make a reasonable attempt to notify the student’s parents of each unexcused absence prior to the start of the following school day; conduct an investigation to determine the cause of each unexcused absence, including contact with the student’s parents; develop an action plan in consultation with the student’s parents designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance; proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and cooperate with law enforcement and other authorities and agencies, as appropriate. **For between five and nine cumulative unexcused absences, the school district shall:** make a reasonable attempt to notify the student’s parents of each unexcused absence prior to the start of the following school day; conduct a follow-up investigation, including contact with the student’s parents, to determine the cause of each unexcused absence; evaluate the appropriateness of the action plan previously developed; revise the action plan, as needed, to identify patterns of unexcused absences and establish outcomes based upon the

student's needs and specify the interventions for achieving the outcomes, supporting the student's return to school and regular attendance that may include any or all of the following: Referral to the Intervention and Referral services team (I&RS), pursuant to N.J.A.C. 6A:16-8; conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs; consideration of an alternate placement; referral to a community-based social and health care provider agency or other community resources; referral to the court program designated by the New Jersey Administrative Office of the Courts; and/or referral to the Division of Youth and Family Services in accordance with the provisions of the N.J.S.A.9:6 et. Seq. and N.J.A.C.6A:16-11, if a potentially missing or child abuse situation is detected and cooperate with law enforcement and other authorities and agencies, as appropriate. **For cumulative unexcused absences of 10 or more, the student, between the ages of six and 16, is truant, pursuant to N.J.S.A. 18A:38-27, and the school district shall:** make a mandatory referral to the court program required by the New Jersey Administrative Office of Courts; make a reasonable attempt to notify the student's parents of the mandatory referral; continue to consult with the parents and the involved agencies to support the student's return to school and regular attendance; cooperate with law enforcement and other authorities and agencies, as appropriate; and proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required

Absence and Student Activities

In order for any student to participate in after-school activities (clubs, team practices, games, plays, concerts, etc.), he/she **must be in school for four (4) hours on the day of the activity.** Any student who is absent or serving a suspension on the day of a scheduled school event will not be allowed to attend the school event as a participant or spectator.

Making Up Work Following an Absence

Upon returning to school, students must arrange with their teachers to make up any assignments or assessments missed during the absence from school. Work must be made up within a time equal to the class time absent. Responsibility for making up work and scheduling any necessary assistance from the teacher(s) rests with the student. Teachers shall make reasonable accommodations to extend time for students.

Late Arrival to School

Students are expected to be in their first class block at 7:20 am during a normal school day. Until 7:30 students should report directly to class where their teacher will record their late. The consequences for late arrival to school under 10 minutes are the same as those listed in the section: Class Tardiness. Students arriving after 7:30 am with documentation must sign in at the Main Office with Mrs. Pae. Students arriving after 7:30 am without documentation must sign in at the Main Office by scanning their student identification card and printing their class admittance pass.

NOTE: A student arriving in any class block after the first ten (10) minutes of the class block will be recorded as absent for that class. If the reason for

arriving late is a result of any of the reasons defined as “**excused**” (see “excused” absences) the absence will be recorded as an excused absence providing that the student presents the appropriate documentation.

Class Tardiness

A student arriving to any class block within the first ten (10) minutes of the class block without a pass or proper documentation will be considered tardy, when students are tardy, they run the risk of jeopardizing their education. Teachers plan a full eighty-four minute lesson and it is imperative that students be present for the entire class. Students are expected to be in their assigned class when the bell rings to begin each class block. Students entering class late should have a signed pass. To protect the education of all students, the following policy is in effect:

- 1st Tardy:** Student will be issued a warning by teacher.
- 2nd Tardy:** Student will be issued a warning by teacher and be informed that a 3rd tardy will result in a teacher detention.
- 3rd Tardy:** Student will receive a teacher detention.
- 4th – 5th Tardy:** Student will be issued a warning by teacher informing them that a 6th tardy will result in an office referral.
- 6th Tardy and every subsequent third tardy:** Student will be referred by teacher to a vice principal and may be assigned an after school detention and/or additional disciplinary consequences.

Class Cut

A class cut occurs when a student is in school but absent from a class block without the approval of an administrator or teacher whose class block is missed. A class cut is considered an “**unexcused absence.**” The consequences for a class cut may result in the student receiving a zero on an assignment and/or assessment. Additional consequences are found in the section: Student Discipline of this handbook.

Early Dismissal from School Procedures

Parents/Guardians are encouraged to schedule doctor/dentist appointments after school hours. However, personal circumstances may arise requiring a student to be released early from school. To ensure the smooth and safe handling of such situations, parents/guardians must send a note requesting permission for the student to be released early from school. **Students must present this note to the Main Office prior to the start of school at 7:20 a.m. Parents must include the reason (doctor/dentist appointment- doctor’s/dentist’s name, appointment time and telephone number, etc.) and a telephone number where the parents/guardians may be reached during the school day.** The student will be given an Early Dismissal Pass for the time specified in order to present to their teacher at the appropriate time. The school recognizes that certain situations exist that create a legitimate need for release from school and as a result students will be allowed to make up all work missed. **Parent/Guardians are to meet their child in the Main Office at the time indicated in their note. The student must present his/her approved Early Dismissal Pass to their teacher before reporting to the Main Office. The**

parent/guardian will sign-out their student in the Main Office. Students returning to school after signing out earlier in the day must re-enter via the Main Office and sign back in. If someone other than the parent or guardian is to meet the student, a note is required indicating the person has parent/guardian permission to pick up that particular child.

NOTE: Only students who have purchased a parking permit and drive to school on the day of early dismissal are not required to have their parent/guardian meet them in the Main Office.

NOTE: Please refer to the section on Health Services for early dismissal due to unexpected illness.

Denial of Course Credit

A student may be denied course credit when he/she exceeds ten (10) “**unexcused absences**” in a full year course, five (5) “**unexcused absences**” in a semester course, and three (3) “**unexcused absences**” in a course of nine weeks or less. The student’s parent/guardian will receive written notification of their child’s loss of course credit due to attendance. If a student and their parent/guardian believe there are extenuating circumstances that have prevented the student from attending school on a regular basis they may be awarded the opportunity to appeal the loss of credit due to attendance. *This is not a permissive policy establishing or licensing a limit of days that may be missed with no harm.*

Credit Appeal Process

This process grants a student the right to appeal the loss of credit due to attendance. Students must submit appeals to the office of the administrator in charge of attendance no later than five (5) school days after receipt of no credit status. The appeal should state the reasons for admitted “**unexcused absences**”, documentation that would reduce the number of absences, and reasons why they should receive course credit. A Credit Review Committee comprised of an assistant principal, teacher, school nurse, guidance counselor, and child study team caseworker may evaluate the student’s appeal. The Credit Review Committee will consider each appeal on a case by case basis and if deemed necessary develop an appropriate credit recovery plan. Keep in mind that appeals deal with the attendance record of the entire semester or the entire year.

COUNSELING AND GUIDANCE SERVICES

The Montgomery High School Counseling and Guidance Program strives to provide comprehensive and sequential services to students in grades 9-12. The primary goal of the school counseling program is to promote the intellectual, emotional, and social growth of all students. Counselors help build a foundation for learning by assisting students to develop self-respect, awareness of others, and positive attitudes toward acquiring knowledge.

Some of the many services offered by the MHS Guidance and Counseling Department:

- Planning a suitable academic program, analyzing and improving academic achievement and investigating college or other post high school opportunities
- Guiding vocational exploration through interest, values and aptitude inventories
- Assisting students with the college application process
- Referring to social, mental health and employment services
- Guiding students to maximize academic, personal, and social potential in their high school experience
- Offering Support Groups

Students are assigned a counselor prior to September of their Freshmen year. Assignments are alphabetical and students and upcoming siblings will remain with the same counselor for four years. The Guidance Department believes that positive relationships are key to a successful four years. A counselor change will only be honored due to extenuating circumstances.

Guidance Appointments

Guidance appointments may be arranged at the request of the student or the counselor. Students requesting an appointment with their counselor should stop by the Guidance Office before school, between classes or during lunch. The MHS Guidance Department kindly asks that students should not leave class to request an appointment. To set up an appointment, students should speak with one of the Guidance secretaries and/or fill out a "*Request to see Counselor*" card and place it in their counselor's mailbox. A pass will be issued through the Homeroom Period teacher on the day of the appointment. If a student needs to see a counselor on the same day as the request, he/she should speak to the Guidance secretary who will check the counselor's availability.

When a counselor needs to see a student, a pass will be issued through the Homeroom Period teacher. Students should arrive in the Guidance Office at the stated time on the pass. If unable to come at the designated time, students should stop by the Guidance Office to notify the secretary or counselor so a new appointment can be arranged.

Guidance Passes

- When issued a Guidance Pass, students should:
- Proceed to their regularly scheduled class.
- Show the teacher the pass and request permission to attend the appointment.
- Ask the teacher to sign the pass, making note of the time of departure.
- Go directly to Guidance and give the pass to the secretary.
- Sign in to Guidance in the daily log.

NOTE: Students are responsible for all class work missed and homework assignments. If a test has been scheduled or if the activities of the class cannot easily be made up, a student should remain in the class. Another appointment can be arranged.

Transcript Requests

Colleges, employers and the armed services may require an official transcript of academic record from MHS.

To request a transcript:

- Obtain a Transcript Request Form on-line from the MHS Guidance web page
- Complete all sections except for the section labeled **For Office Use Only**
- If the student is under 18, parents must also sign the form.

Allow at least five(5) school days for processing a transcript. For a transcript that requests a counselor's recommendation, allow 15 school days. Students are permitted to send five(5) transcripts without cost. Additional transcripts require a \$2 fee for all transcripts.

Student Assistance Counselor (SAC)

The Student Assistance Counselor (SAC) provides confidential help to all students for a wide variety of personal issues that may be adversely affecting their performances at MHS. See Ms. Prokop in the Guidance Office for an appointment.

Child Study Team (CST)

The Child Study Team (CST) is located in the Guidance Office. Students assigned to a Child Study Team case manager may arrange appointments through the CST secretary.

ACADEMIC LIFE

Graduation Requirements

New Jersey State law requires that every student pass the High School Proficiency Assessment and demonstrate successful completion of the following requirements:

NJ State Minimum* Graduation Requirements by Content Area and Grade 9 Class

	Course and credit requirements for all students entering grade 9 in:					
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
LANGUAGE ARTS LITERACY	20 credits	20 credits aligned to grade nine through 12 standards				
MATH	15 credits including algebra I or the content equivalent**		15 credits including algebra I and geometry or the content equivalent**		15 credits including algebra I and geometry or the content equivalent* and a third year of math that builds on the concepts and skills of algebra and geometry and prepares students for college and 21st century careers	
SCIENCE	15 credits including at least five credits in laboratory biology/life science or the content equivalent**		15 credits including at least five credits in laboratory biology/life science or the content equivalent** and one additional laboratory/ inquiry-based science course which shall include chemistry, environmental science, or physics		15 credits including at least five credits in laboratory biology/life science or the content equivalent*; an additional laboratory/inquiry-based science course including chemistry, environmental science, or physics; and a third laboratory/inquiry-based science course	
SOCIAL STUDIES	15 credits including satisfaction of N.J.S.A. 18A:35-1 and 2	15 credits including satisfaction of N.J.S.A. 18A:35-1 and 2; five credits in world history; and the integration of civics, economics, geography and global content in all course offerings				
FINANCIAL, ECONOMIC BUSINESS, AND ENTREPRENEURIAL LITERACY	No state requirement		2.5 credits			
HEALTH, SAFETY, AND PHYSICAL EDUCATION	3 ¾ credits in health, safety, and physical education during each year of enrollment, distributed as 150 minutes per week, as required by N.J.S.A. 18A:35-5, 7 and 8					
VISUAL AND PERFORMING ARTS	5 credits					
WORLD LANGUAGES	5 credits or student demonstration of proficiency					
TECHNO-LOGICAL LITERACY	Consistent with the Core Curriculum Content Standards, integrated throughout the curriculum					
21ST CENTURY LIFE AND CAREERS, OR CAREER-TECHNICAL EDUCATION	5 credits					
TOTAL CREDITS (State Minimum)	110	120***				

* School districts may establish course and/or credit requirements which exceed the State minimums.

** “Content equivalent” means courses or activities that include the same or equivalent knowledge and skills as those found in traditionally titled courses which are required for high school graduation and which are aligned with the Core Curriculum Content Standards. This content must be taught by certified teachers, may be integrated in one or more courses, may be titled differently, or may present material in an interdisciplinary or spiral format.

*** The 120 credit total is greater than the sum of the individual requirements above, to allow for student electives.

Students are required to schedule a minimum of 35 credits for grades 9, 10, 11 and 30 credits for grade 12.

Early Graduation

Parents of a student seeking early graduation may initiate a written request for special consideration. The written request by the student’s parents must be filed in the Guidance Office before March 15 of the student’s sophomore year for consideration for the following year. The request must include the reasons for the student’s plan for fulfilling graduation requirements. A meeting with the student’s guidance counselor must follow this request. The principal will review and either approve or deny the request.

OPTION II INFORMATION

Option II permits students to engage in a variety of alternative learning experiences which are stimulating and intellectually challenging, enabling them to fulfill or exceed expectations set forth by the academic department’s Core Curriculum Content Standards.

For more information on Option II, please visit the Montgomery High School Guidance website and refer to the current years Program of Studies.

GRADING INFORMATION

Montgomery High School uses a numerical grading system based on the 100 point scale.

Grade Range: 0-100

Lowest Passing Grade: 60

Highest Grade Allowed: 100

Honor Roll: All grades 80 or better

Principal’s Honor Roll: All grades 90 or better

For your convenience, the guidelines for letter grade equivalents are listed below:

A+ = 98 - 100 B+ = 88 - 89 C+ = 78 - 79 D+ = 68 - 69 F = 0 - 59

A = 93 - 97 B = 83 - 87 C = 73 - 77 D = 63 - 67

A- = 90 - 92 B- = 80 - 82 C- = 70 - 72 D- = 60 - 62

Rounding: Use standard scientific rules of rounding to the nearest whole point for all marking period grades (0.5 will be rounded up for report card only).

Weighted Grades: Although Montgomery High School does not release information regarding class rank for admission purposes, a weighted GPA is computed to provide information for scholarships and to determine valedictorian, salutatorian, and students graduating with honors. The weighted GPA is determined by adding 5 points to Honors and AP courses.

GRADE POINT AVERAGE

Montgomery High School computes two averages for students. The first computation is an unweighted or “true” average for all courses attempted. The second is a weighted average to determine valedictorian, salutatorian, and honor students.

Example: Unweighted GPA Computation

Course	Grade	Credit	Grade Points
English II Honors	90	5	450
World History	88	5	440
Biology Honors	80	6	480
Physical Education	82	<u>3</u>	<u>246</u>
		19	1616

1616/19 = 85.05 Unweighted GPA (rounded to 2 decimal places)

Example: Weighted GPA Computation

Course	Grade	Additional Points	Total	Credits	Grade Points
English II Honors	90	5	95	5	475
World History	88	0	88	5	440
Biology Honors	80	5	85	6	510
Physical Education	82		82	<u>3</u>	<u>246</u>
				19	1671

1671/19 = 87.95 Weighted GPA (rounded to 2 decimal places)

The student who has the highest average using the weighted computation after seven semesters is determined to be the valedictorian; the student with the second highest average using the weighted computation after seven semesters is determined to be the salutatorian. After seven semesters, the top ten percent of the class, based on the weighted computation, is deemed to be graduating with honors.

Transfer Students: All transcripts of incoming students are analyzed on an individual basis with appropriate credit and weight assigned based upon the course offerings of MHS. An honors course completed at another high school receives appropriate weight as long as a comparable course was available at MHS. A transfer student must attend MHS for his/her entire junior and senior years to be considered as valedictorian or salutatorian.

GRADING

Full Year Courses

- No grade may be lower than 50 for marking periods 1, 2, or 3.
- No grade may be lower than 50 for the mid-term exam; a student must take the exam and make diligent effort to pass or he/she will receive a zero.
- The fourth marking period grade and the final examination will reflect the actual grade earned, i.e., there is no minimum grade. A student who has attempted all course requirements will receive a grade no lower than 50 on the transcript.
- Special situation: If a student passes four marking periods but has a failing average due to the mid-term and/or final exam grade, he/she will receive a 60* (provided that the student took the exam and made a diligent effort to pass). The * contains the notation that "the passing grade was issued despite the student's failing the exam."
- Physical Education: a student must pass two of the three quarters and have a passing average to receive credit for the course.
- Mid-term exam
 - Equals 10 percent of the final grade
 - Averages with the first and second quarter grades to provide a semester average
 - No exemptions are given from the mid-term exam.
 - Any student who cheats on the exam may receive a zero.
- Final exam
 - Equals 10 percent of the final grade
 - Averages with the first, second, third, fourth quarters and mid-term exam to determine the final grade.
 - Seniors who have a pre-exam average of 90 or higher in a full year or semester course are exempt from taking the exam.
 - Any student who cheats on the exam may receive a zero.

Semester Courses

- No grade may be lower than 50 for the first half of the course.
- No grade may be lower than 30 for the second half of the course.
- No grade may be lower than 25 for the final exam, provided that the student took the exam and made a diligent effort to pass.
- Special situation: If a student passes both marking periods but has a failing average due to the final exam grade, he/she will receive a 60* (provided that the student took the exam and made a diligent effort to pass). The * contains the notation that “the passing grade was issued despite the student’s failing the exam.”
- The final exam is equal to 20 percent of the course grade.
- Any student who cheats on the exam will receive a zero.

Honor Roll/Principal’s Honor Roll

Students reach the Honor Roll if all grades within a marking period are 80 or better. To qualify for the Principal’s Honor Roll all grades must be 90 or better.

COURSE CHANGE AND CREDIT INFORMATION

Course Withdrawal

Students are placed in courses after serious discussion among students, parents and counselors. Students are encouraged to honor their commitments by attending and satisfactorily completing the courses for which they enroll.

Changes will only be made when concerns regarding the student’s schedule are initiated through the Montgomery High School professional staff. Requests for discretionary schedule changes will not be considered (e.g., teacher, elective courses, physical education, and early dismissal). Only changes that are deemed educationally beneficial for the student will be considered and reviewed. Of course, parents and students will be involved in this process before any final decisions are made.

Course/Level Changes and Withdrawals

All course/level changes occurring after the completion of Marking Period 1, will result in a record of WP (Withdrawal/Passing) or WF (Withdrawal/Failing) on the official transcript and report card. Grades earned at the time of a level change will be transferred to the new course and will be included in the cumulative average.

Incomplete Grades

When a student returns to school after an absence they must arrange with their teachers to make up any assignments or assessments missed during the absence from school. Work must be made up within a time equal to the class time absent. If the absence occurs within the last two weeks of the marking period and the work is not completed by the time grades are submitted, an *Incomplete* is given as the marking period grade. Students have a maximum of 10 days to

submit all work after the end of the marking period. Failure to do so will result in the student receiving no credit for all missing assignments with the potential of failing the marking period.

Progress Notices/Interim Reports

An Interim Report may be issued at the mid-point of each marking period by teachers who wish to make a comment about students' work. Interim Reports generally identify a lack of success in a subject and/or concern by the teacher regarding some aspect of the student's work.

Course Failure

Students in grades 9, 10, 11 who fail a required sequential course may not "double up" by taking the next level with the failed course in the following school year, i.e., a student who fails English, U.S. History; PE may **not** take two levels in the following or a subsequent school year. Attending an approved summer school and passing the failed course will allow a student to progress in the normal sequence of courses. If a student does not attend summer school, he/she will be placed in the course that was failed. Please refer to the section on summer school. If a student does not achieve 27.5 credits during the school year, he/she will not advance to the next grade.

Early Dismissal Privilege

The MHS Early Dismissal privilege is a program that provides an opportunity for seniors to leave school earlier by one period.

HEALTH SERVICES

The Health Office is staffed by two qualified school nurses during school hours. The nurse's primary responsibility is to provide emergency care for sudden illness and injuries. The nurse also provides vision screening, audio testing, scoliosis screening, tuberculin testing as required by the State, growth and development assessment, daily health counseling, and certifies the physical exams required of student athletes.

Illness During the School Day

If a student becomes ill during the school day, he/she should request a pass to the school nurse. Students will sign in to the Health Office and confer with the nurse. If the nurse determines the student is too sick to return to class, the parent/guardian will be contacted to arrange for the student's transportation home. **UNDER NO CIRCUMSTANCES** are students to leave school (with or without parental permission) without having seen the nurse or the Vice Principal. Students who are sent home sick by the nurse must still sign out through the Main Office.

Medications

If a student requires medication (**prescription and non-prescription**) during the school day, it **MUST** be administered through the school nurse. Students are not permitted to carry medications with them. The following procedures must be followed:

- Parents must sign a permission form to allow the nurse to administer the medication.
- The medication is brought by the parent to the school nurse in its original pharmacy container (prescription bottle).
- Parents must pick-up the medication when it is discontinued or at the end of the school year. Medication not picked up will be discarded on the last day of school.
- Students will not receive any over-the-counter medication unless it is provided by the parent/guardian.

NOTE: Students with asthma may carry their inhaler and self administer it if, in addition to the above criteria, there is a doctor's note stating "child may carry inhaler at all times." Students with certain allergies may be permitted to carry an Epi-Pen provided the above procedures are followed and there is a note from the doctor stating "child may carry an Epi-Pen at all times." This will also allow the student to take his/her inhaler and/or Epi-Pen on field trips.

Physical Education Restrictions

Any student unable to participate in physical education for more than three days due to illness or injury should bring a doctor's note to the nurse stating the reason and length of time the student will be excused.

Elevator Passes

Only students with health-related restrictions are permitted to use the elevators. Students with permanent or temporary conditions that prevent them from using the stairwells must bring a doctor's note to the nurse. The note should include the reason and the length of time if the condition is temporary. The nurse will issue an elevator pass to that student. **Students using the elevator without the nurse's approval will be subject to disciplinary consequences.**

ATHLETICS

MHS competes interscholastically in a variety of sports that are open to students in grade 9 – 12 provided the following criteria are satisfied:

(NOTE: Students must be in school for four hours to be eligible to participate in athletic practices and/or games scheduled for that day)

Age An athlete becomes ineligible for high school athletics if he/she reaches the age of 19 prior to September 1st. Any athlete reaching the age of 19 on or after September 1 shall be eligible for that school year. An athlete becomes ineligible for 9th grade athletics if he/she attains the age of 16 prior to September 1.

Credits An entering 9th grade student is immediately eligible for the 1st semester (September 1 – January 31). To be eligible for the 1st semester all 10th, 11th, and 12th grade athletes must have passed 27.5 credits during the immediate preceding academic year. To be eligible for the 2nd semester (February 1 – June 30), all athletes must pass 13.75 credits at the conclusion of the first semester. Dropping a course may result in failure to earn sufficient credits for participation in school sports.

Transfers A student whose transfer from one high school district to another is due to a change in residence by his/her parents/guardians who have moved from one public high school district to another will be eligible immediately as long as other eligibility criteria are met. A student who transfers from one high school district to another without such a change in residence is ineligible to participate in any sport in which he/she has earned a varsity letter in the previous school *for a period of time*. The period of ineligibility shall be 30 days from the start of the season in which the varsity letter was earned.

Physical Exams A student must have a medical examination and must be certified by the school nurse prior to participating in any practices or games. Forms are available from the school nurse.

Suspension/Detention An athlete who is suspended from school cannot attend or participate in any practices or games. Detentions will not be reassigned because of athletic activities.

School Expectations If an athlete encounters academic or behavioral difficulty in a course, a meeting will be held with the athlete, teacher and Athletic Director to develop a program to improve the student's performance. If improvement is not shown, the student will be suspended from the team.

Steroid Testing

The New Jersey State Interscholastic Athletic Association (NJSIAA) has implemented a program of random testing for steroids of teams and individuals qualifying for championship games. Beginning with the fall 2006 sports season any student athlete who possesses, distributes, ingests or otherwise uses any 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 sportsmanship rule and is subject to NJSIAA penalties including ineligibility from competition. **This is in addition to the school consequences for being under the influence of harmful substances at a school sponsored function.**

The NJSIAA will test for banned substances certain randomly selected individuals and teams that qualify for a state championship tournament or state championship competition. The results of all tests will be considered confidential and shall only be disclosed to the student, his/her parents, and his/her school. **No student may participate in NJSIAA competition unless the student and the student's parent/guardian consent to random testing.** The consent form and the list of banned substances will be available to student athletes at the beginning of each season. The form must be signed once a year by the student and his/her parents. **Failure to sign the consent form renders the student athlete ineligible.**

Students Planning to Participate in College Athletics

Most college athletic programs are regulated regarding eligibility, recruiting and financial aid, by the National Collegiate Athletic Association (NCAA). Students who have aspirations of participating in college athletics should visit the NCAA website at www.ncaa.org for information on eligibility, scholarships, recruitment guidelines, etc.

Athletic Programs Available

<i>Fall</i>	<i>Winter</i>	<i>Spring</i>
Cheerleading	Boys' Basketball	Baseball
Football	Boys' Swimming	Boys' Golf
Boys' Soccer	Cheerleading	Girls' Golf
Girls' Soccer	Diving	Boys' Lacrosse
Boys' Cross Country	Fencing	Girls' Lacrosse
Girls' Cross Country	Girls' Basketball	Boys' Tennis
Girls' Tennis	Girls' Swimming	Boys' Track
Gymnastics	Ice Hockey	Girls' Track
Field Hockey	Winter Track	Softball
	Wrestling	

CO-CURRICULAR ACTIVITIES

There is a wide variety of organizations in which MHS students can become involved. These include clubs (social and service), competitive academic teams, performance ensembles, several publications, student government and honor organizations for which students must meet specific requirements. Students are encouraged to become an active part of the school community by participating in organizations in which they have a specific interest.

NOTE: As with after school athletics, students must be in school for four (4) hours in order to participate in after-school activities occurring that day.

Some of the activities available to students are:

Clubs

Debate Club	Interact Service Club
FBLA (Future Business Leaders of America)	International Club
Historical Society	Photography Club

Competitive Academic Teams

Academic League	Mock Trial Team
Biology Team	Robotics Team
Chemistry Team	Science Olympiad Team
Math Team	

Performance Organizations

Band (3 levels)*	Men's Chorus
Choraliers	Montgomery Players (Drama)
Chorus (3 levels)*	Orchestra
Jazz Band	Pit Orchestra
Marching Band	

*must be enrolled in course

Publications

The Paw Print (Student Newspaper)
The Lens (Yearbook)

Student Government (elected positions)

Student Council
Class Officers

Honors Organizations

National Honor Society: Receiving an honor is a privilege. Montgomery students honored by membership in the National Honor Society must meet four specific eligibility requirements established by National guidelines which govern our charter: an academic requirement of an unweighted GPA of 90.0, demonstration of qualities which show service, leadership and character. The procedure for determining eligibility in the Montgomery Chapter is clearly established. Candidates who meet the academic requirement will be notified of their eligibility in the spring. They will then be given the opportunity to furnish evidence of service, leadership and character. A special Faculty Council will be convened to review eligibility requirements. National regulations state that this group be composed of five members of the faculty and may NOT include administrators or the Chapter Advisor. The Faculty Council alone is given the responsibility of determining and reviewing membership in the Honor Society. The decision to award an honor is NOT subject to an appeal.

Students who have been inducted into the National Honor Society are expected to maintain the qualities of scholarship, leadership, character and service. Students who fail to uphold the standards by which they were admitted may be placed on probation or, in severe cases, be dismissed from the Chapter.

National Art Honor Society: Students who meet the eligibility requirements established by National guidelines will be invited to join the NAHS. Nominations are usually made in the spring.

Cougar Recognition: The Cougar Recognition program provides recognition and incentives to students who achieve honor roll status or those who receive teacher recommendations based on diligence and improvement in class. Students who qualify after each of the first three marking periods receive cards that can be used for discounts and other prizes.

Peer Leaders and Mediators

A Peer Leader helps the new freshmen adjust to high school by discussing specific issues and concerns they may have. A Peer Mediator is a student who helps his or her classmates settle their differences creatively and cooperatively. Students must apply for this and if selected attend training during the summer.

Principal's Student Advisory Council

The Principal's Advisory Council meets on a monthly basis during rotating non-lunch periods. Member students meet with the principal to discuss school issues.

GETTING TO AND FROM SCHOOL

Buses

Bus transportation is available to most students. This service is coordinated by the Supervisor of Transportation. Students or parents who need information about bus routes should call 609-466-7601, ext 7010 or 7024. No student may ride on any bus other than his/her assigned bus nor may he/she leave the bus at any stop other than the assigned stop.

Riding the bus is a privilege and students are expected to abide by school rules and act in a safe manner at all times. Failure to do so will result in a discipline referral and, in serious cases, may result in loss of bus transportation.

Late Buses

Late buses are available on Tuesday, Wednesday and Thursday at **TBD**. Students are expected to sign in upon boarding the bus. Specific late bus routes are printed on the student's schedule along with their regular bus number.

Cars

Parents/Guardians driving students to and from school are to drop off and pick up students using the Main Entrance. Cars are not permitted in the bus loading/unloading zone. The speed limit in front of the school is 10 MPH, and it will be enforced by local police. Please drop students off and pick students up at the curb.

Senior Driving/Parking

Only SENIORS may drive to school. Seniors who are licensed to drive must register their cars with MHS. Parking spaces will be assigned to students who apply for and pay for a parking permit. Hang-tags will be distributed and must be displayed at all times. **Parking in a space other than those designated for students may result in a loss of privileges.**

Students are expected to drive safely at all times. The speed limit is 10 MPH. If a Senior is suspended twice, he/she will lose driving privileges. The school assumes no liability for the security of any student vehicle. Parking violations may result in consequences including detention, suspension and/or ticketing. Seniors who are repeatedly late to school may lose their driving privileges.

Any student who has not purchased a parking permit and found parking on school property during the school day will receive after school detention and jeopardize their future driving privileges.

STUDENT LIFE

It is necessary for any large organization to have rules and regulations regarding conduct of its membership. MHS is committed to maintaining an orderly organization so that all students can have full opportunity to develop and learn.

Academic Integrity

Students are expected to be honest in all of their academic work. This means that they will not engage in any of the following:

1. Cheating on exams and quizzes, including but not limited to, the unauthorized use of books or notes, the use of crib sheets, copying from another student's paper, exchanging information with other students orally, in writing, or by signals, obtaining copies of examinations illegally and other similar activities.
2. Plagiarism is not permitted on term papers, themes, essays, reports, images and other academic work. Plagiarism is defined as stealing or use without acknowledgment of the ideas, words, formulas, textual materials, online services, computer programs, etc. of another person, or in any way presenting the work of another person as one's own.
3. Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, erasure of a grader's markings and other acts that allow for falsely taking credit.

A student found in violation of academic integrity standards will receive discipline consequences as stipulated in the Student Discipline section of this handbook and may risk removal from such organizations as the National Honor Society.

Announcements

Announcements about various school activities can be printed in the Daily Bulletin or read on MHSTV during Homeroom Period. Forms for announcements are available in the Main Office. Announcement requests must be submitted well in advance of the desired announcement dates and must be approved by the appropriate school administrator.

Cell Phones

All cell phones must be set to vibrate and must be turned off during class. Students are permitted to use cell phones during passing time between blocks and during unit lunch. Students are **not permitted** to have phones set to a ring tone, use a Bluetooth or any ear device nor are phones permitted during school drills. Faculty has the right to confiscate any such device in use and send it to the Vice Principal's office along with an office referral for disciplinary action.

Compact Disc Players, I-pods, MP3s, Personal Gaming Devices

Students are permitted to listen to music on personal electronic devices through headphones during their lunch period and if assigned to a study hall. While

students may have such devices in their possession, they are not to be in use at any other time during the school day.

Computer Use

While it is the District's intent to allow students access to school computers as often as possible, parameters are established to safeguard the school network. Therefore, students may not: (1) copy or distribute school-owned software; (2) add any software to any of school computers; (3) attempt to bypass the security system, access the file server, or change the configuration; (4) have food or drink near the computers; (5) use facilities when a staff member is not present; or (6) act in any other unacceptable manner. Consequences for violation of the above may include suspension (See Appendices for "Acceptable Use Policy" contract, which must be signed before a student may use a school computer.)

Detention

Teachers may assign detention to students for violating classroom rules. Students must be given 24 hours notice. Such detentions are served with the teacher and must end with sufficient time for the student to ride the late bus.

After School Office detention is held on Tuesday, Wednesday and Thursday and is from 2:20 to 3:50 pm. (See Office Detention Rules under the "Student Discipline" section)

Dress Code

The personal appearance of every student is an important component of establishing a safe environment for optimal learning. Students are expected to dress in an appropriate style and manner while on the school campus.

Personal appearance shall be such that it does not disrupt school work or school order, become distractive to other students or violate health and safety rules. Therefore, certain types of clothing, which may be acceptable for recreational wear, may not be suitable for school.

Items of dress that are prohibited include:

- Clothing which is excessively tight or revealing
- Clothing which violates acceptable safety standards
- Clothing bearing words, graphics or images which are deemed offensive by a faculty member or administrator, or advertise alcohol, drugs or tobacco products
- Strapless, spaghetti straps, halter tops, tank tops, "muscle" shirts, midriff tops (no skin should be showing between the top and pants/skirt), spandex clothing without cover-ups, basketball shirts
- Shorts or skirts must be no shorter than mid thigh

Students may not walk around the school barefoot at any time. **Closed shoes (rather than sandals) must be worn in some classes (science labs, food preparation rooms, shop classes). Students are expected to follow teacher directives regarding appropriate shoe attire for foot safety.**

HATS and HEADGEAR (except of a religious nature) must remain in the students' lockers during the school day (7:20 am to 2:07 pm). Hats in any student's possession (on heads or in hands) may be confiscated by faculty and an office referral will be written for a dress code violation.

The administration has the authority to determine when personal appearance and dress style do not meet school standards. Parents may be required to bring appropriate clothing to school or the student may be sent home to change. Consequences for inappropriate dress will be issued in accordance with the Code of Conduct.

Intervention & Referral Services (I&RS)

In an effort to provide assistance to students who are having a less than successful school experience, MHS has established an I&RS committee in accordance with the State model. This group of professionals composed of an Administrator, Guidance Counselor, member of the CST, the Student Assistance Counselor, nurse and a teacher, meet regularly to coordinate plans for students who are referred by teachers, students, administrators or parents. Issues that are addressed by this group include anything that is negatively impacting the student's performance, including alcohol/drug abuse, behavioral issues, and academic challenges. The actions recommended by the committee are always supportive and never punitive.

Lockers

Students are assigned lockers at the beginning of the school year. Lockers should not be defaced in any way such as markings with pencil, pen, magic marker, or by affixing permanent fixtures or decorations to its surface. Theft from or vandalism to a locker should be reported immediately. Students are responsible for making sure that lockers are locked when not in use. **Students should not share lockers nor should they provide their combination to another person.** This is the best way of guaranteeing the safety of personal property.

Students will be provided with locks to safeguard materials stored in Physical Education lockers during the class period. **Personal items should always be secured within lockers in the physical education and team locker rooms.**

*Lockers remain the property of the Board of Education and as such may be periodically inspected and/or opened by an administrator if and when good reason exists. (See **Student Searches**) MHS and the school district are not responsible for any lost or stolen items. Students should report lost items to the teacher in charge and the students Vice Principal. Lost item forms can be obtained through the attendance secretary.*

Lost and Found

Lost and found articles (with the exception of jewelry, pocketbooks, and wallets) will be left in the Lost and Found section of the Commons. Jewelry and wallets will be locked in the vault in the Main Office until claimed by the rightful owners. Items will be kept only until the end of the school year.

Media Center

The Media Center is open from 7:20 am through 2:50 pm during regular school days. Students may go to the Media Center with a class, during study hall, or if given a pass by a teacher. Students may get special Media Passes during Unit Lunch. Unless the student is with a class, students must sign in and out of the Media Center at the Circulation Desk. Students are required to sign-out all materials from the Media Center.

Students may only use the desktop and laptop computers in the Media Center if they and their parents have signed the "Computer Use Agreement." If using a laptop from one of the Media Center Carts, students must sign their name and indicate the laptop number, the date, and time when they are using the laptop. Laptops must be returned to the cart at the end of the period. Laptops are not available for overnight use.

Posters/Flvers

Posters and announcements must be approved and initialed by the Vice Principal. They may only be posted in the Commons and designated areas throughout the school. No posters, etc. may be posted on lockers, glass surfaces or in any other portion of the hallway.

School Property/Fines

The physical condition of the building reflects the character of the people in it. Students should not leave trash/debris around the building or grounds. Adequate receptacles are in place in the hallways, Commons and exterior areas for proper disposal.

All school property loaned to students (texts, equipment or materials) becomes the responsibility of the students. If a student loses, damages or abuses school property he/she will be held responsible. Students and their parents are responsible for paying the replacement cost of damaged school property.

School equipment may not be taken from the building unless it is to be used in conjunction with a school-sponsored activity. Students must get approval from a Vice Principal before equipment may be removed from the building.

In the event a textbook is lost, students will be charged the replacement cost of the book. Fines for misuse of books shall range from \$1.00 to full replacement cost, depending on the damage. Students will be assessed fines for all textbook damage.

Senior Class Trip

In an effort to foster class spirit and unity, the members of the Senior Class have traditionally participated in a class trip to Walt Disney World in Lake Buena Vista, Florida. The students will be leaving after-school on Tuesday, March 6st and returning on Saturday, March 10th. In order to be eligible a senior must be receiving a passing grade in all required subjects, must meet attendance requirements and must NOT have been suspended during the senior

year. The first payment of \$500 for the Class of 2012 trip is due on September 29, 2011. Subsequent payments are due October 31, 2011 (\$400), and December 1, 2011 (balance).

Smoking/Use of Tobacco Products

Under N.J.S.A. 26:D-15 et. seq. smoking and the use of tobacco products is unlawful for students in school, on school property, or on school transportation. Violation of this rule will result in serious school consequences and will be referred to the Department of Health, where a complaint will be filed with the Municipal Court.

Student Identification Cards

Students **must be in possession of** their Montgomery High School photo identification card at all times during the school day and at school sponsored functions.

Student Searches

The Board of Education recognizes that school authorities have a substantial responsibility to maintain a safe and secure environment so that maximum learning can occur. To this end, the Board of Education maintains the right to reasonable searches of lockers, students' clothing and possessions and cars within the following guidelines:

- The search shall be justified before it is conducted. The school authority conducting the search shall have reasonable grounds to suspect that the search will reveal that the student has violated a school rule and/or is jeopardizing the health or safety of students and faculty.
- The extent or scope of the search must be related to the objectives of the search and not excessively intrusive in light of the age and sex of the student or the nature of the infraction.

Whenever a search is conducted, school authorities shall act in recognition of each student's right to privacy and protection from unreasonable search and seizure.

The school reserves the right to conduct locker and vehicle inspections to ensure the health, welfare and safety of the entire school community.

Study Hall

Students are expected to report to the study hall location with books, assignments, or other school-related materials. They are to be on time and remain for the entire period. Students must sign in and attendance will be taken. Study Hall is a place to work and study.

Swimming Requirement

All 9th and 10th grade students are required to take swimming as part of the Physical Education graduation requirements. The Dress Code for swimming is: *Females*-One piece appropriately fitted bathing suit suitable for physical activity. *Males*-Appropriately fitted swim trunks/bathing suit suitable for physical activity. T-Shirts – after parental request and pre-approval, a swimmer may wear an appropriate t-shirt over a bathing suit that meets the

dress code. Any modifications to the above swimming dress code must be approved by the PE supervisor or the principal. Goggles and bathing caps are optional and will not be supplied by the school. Long hair must be tied back.

Showering The New Jersey State Health Code states that all bathers must shower before they enter the water. The PE staff will provide ample time for students to shower before and after class.

Unit Lunch

Students must remain in the designated areas both inside and outside the building. Students are not permitted to leave the campus. Students are required to clean up their areas by depositing trash in the receptacles provided before the end of the lunch period. Failure to comply with these rules may result in loss of Unit Lunch privileges and other disciplinary consequences.

Visitors

All visitors must report to the Reception Desk upon entering the building and secure a “visitor’s pass.” Student visitors (former students, friends or relatives of students, etc.) are not permitted in school during school hours. Exceptions to this guideline can only be approved by the Principal.

Working Papers

Students between the ages of 14 and 18, require working papers for employment. Forms are available in the Main Office. These are presented to the employer who completes the Promise of Employment portion of the form. The form is brought back to the Main Office along with the student’s Birth Certificate. The employment certificate is then signed in the Main Office after which time it is sent to Trenton. Some general rules about student employment:

- Students under the age of 14 can only work at an agricultural job or delivering papers after school.
- Students under the age of 16 may only work after school and during vacation.
- Until the age of 18, students cannot hold “hazardous” jobs such as those involving moving machinery or inflammable materials or other dangerous conditions.

STUDENT RIGHTS

Rights/Responsibilities of 18 Year-Old Students

While 18 year olds are legally considered adults, most 18 year-old high school students still maintain their residence in their home with parents or guardians who support them. For this reason, parents are still involved in all school matters. All school rules apply to 18 year-old students as well. MHS will continue to require parental notes and communicate with parents regarding school matters.

STUDENT SAFETY

Students should be safe when they are in the school building or on school grounds. MHS will periodically conduct drills in order to prepare students for emergencies. As part of its commitment to student safety, MHS will not tolerate threats of violence or violent acts or the carrying of any weapons on the campus.

Emergency Drills

The Montgomery Township School District has developed plans to deal with a variety of emergency situations. Lockdown and non-evacuation drills will be conducted at least one (1) time per month during the school year. Students must take these drills seriously.

Fire Drills

The law requires that we have one (1) timed fire drill per month. Students and staff are to move 100 feet away from the building and return to class when the “all clear” is given. Emergency exit procedures are posted in each room. Teachers are to take attendance when students gather at their outside location. No one is to enter the building during the fire drill.

Threats of Violence or Violent Acts

Threats are defined as attempting by physical menace or intimidation to put another in fear of imminent serious bodily injury, or threatening to commit any crime of violence with the purpose of terrorizing another. Examples of such threats would be (but are not limited to) threatening to “blow up a building” or to “kill” an individual.

All reported threats of violence will be investigated. All threats will be taken seriously and the proper authorities will be notified. Students found to be making threats may be subject to suspension/expulsion, evaluation by a psychiatrist, and police intervention.

Weapons

In accordance with Board Policy and agreement with Montgomery Township Law Enforcement, students who are found guilty of possessing a weapon in school, on school grounds, or on school transportation will be subject to immediate disciplinary action including, but not limited to, suspension or expulsion. In addition, criminal charges may be filed with the Montgomery Township Police Department.

A weapon is defined as any instrument of offense or defense which is capable of inflicting injury of death to someone. Examples include, but are not limited to:

Guns: Loaded or unloaded revolvers, BB guns, pellet guns, stun guns, air guns, dart guns, rifles, shotguns. This also includes any device from which a solid projectile or flammable or explosive substance may be fired, including mace, pepper spray, etc.

Knives: Pocket knives, hunting knives, switchblades, box cutters, etc.

Other Weapons: Pipes, tire irons, brass knuckles, slingshots, leather bands studded with metal, or any flame-producing devices.

STUDENT DISCIPLINE

Disciplinary Guidelines

Students have a right to a free public school education. Along with that right is the corresponding responsibility to respect one another. MHS, as with any community, has standards of behavior for which there are rules that the community members are expected to follow. Violation of these rules will result in consequences. **The consequences may vary with the seriousness of the infraction and the behavior pattern of the individual student.**

Primary responsibility for classroom behavior rests with the classroom teacher. However, teachers are expected to hold students accountable for violations of school rules by referring the student to a Vice Principal who will utilize the guidelines detailed below in determining appropriate consequences.

MHS uses a combination of cumulative “discipline points” along with after school Office Detention (1 ½ hours, 2:20 to 3:50), in-school suspension, out-of-school suspension, and, in extreme situations, an expulsion hearing with the Board of Education to consider an Alternative School Placement. The “point system” below was enacted to clearly define for students, staff and parents those behaviors considered unacceptable. Students who violate the norms of acceptable and expected behavior will receive disciplinary points; the number of points assigned will reflect the seriousness of each infraction. MHS reserves the right to alter any consequences listed depending on the severity of the infraction. Please familiarize yourself with the following list of negative behaviors and their consequences, remembering that excessive point accumulation carries its own sanctions (see below).

Discipline Points

Points are cumulative and range from 5 to 15. Additional consequences have been established at the following thresholds:

At 15 Points	1 After-School Detention
At 30 Points	2 Days After-School Detention
At 45 Points	1 Day In-School Suspension
At 60 Points	2 Days In-School Suspension

Additional points beyond 60 will result in administrative review after each offense. Accumulation of 60 points is evidence that a student is not meeting behavioral expectations and that additional intervention is necessary. The student may be suspended and not be allowed to return to school until a mandatory parent conference is held to determine appropriate actions and a positive, pro-active plan is created.

<u># OF POINTS</u>	<u>INFRACTION</u>
5	Failure to report to teacher/after school detention (detention must still be served)
5-15	Disruptive/Inappropriate Behavior (acting in a way that disrupts the order of the school or interferes with teaching/learning)
10	Electronic Device Violation
10	Dress Code Violation
15-Loss of privileges	Parking violation (use of senior lot without permit or faculty lot: municipal parking ticket and possible loss of parking privilege)
15-OSS	Disrespect/Insubordination (verbal defiance or failure to comply with direct request of any staff member)
15-OSS	Vandalism (student/parent responsible for restoration/restitution)
15	Smoking/Possession/Use of tobacco products (referral to Health Department and complaint filed with the Municipal Court when anywhere on school property)
15	Profanity or obscene language (written, verbal or use of gestures)
15	Violation of Internet contract (see contract for additional penalties)
15	Forgery or lying
15	Class cut
30	Leaving school grounds (may include loss of unit lunch privilege)
30	Academic Integrity Violation
30	Jeopardizing the safety of others or order of the school
30-OSS	Harassment, Intimidation, Bullying
5-30	Any unlisted offense to be decided by an administrator

NOTE: The consequences may vary with the seriousness of the infraction and the behavior pattern of the individual student.

Removal of Accumulated Points

Any student who does not register a discipline infraction during 20 consecutive school days may have 5 points removed from his/her previous total.

After School Detention

Students will be given a minimum of 24 hours notice. After School Detention assigned by a Vice Principal will be held on Tuesday, Wednesday and Thursday from 2:20 to 3:50 pm.

Detention Rules

Students are to arrive at their assigned detention on time and sign in with the teacher. Students are to complete any missing assignments throughout this time. If a student is absent on the day of an assigned detention it is his/her responsibility to report to detention the next day it is held. If a student is dismissed from school early, the detention must be made up the day the student returns to school or the next time detention is held. Students who are removed from detention due to rules violations will be assigned two additional detentions. No sleeping or eating/drinking will be permitted. Detention takes precedent over other commitments, i.e. working, participation in any extra-curricular activity, etc.

Suspension (ISS or OSS)

Every effort will be made to keep students in school and in the classroom; however, in incidents of a more serious nature, students will be suspended either in or out of school.

In-School-Suspension Rules

Students receiving in-school suspensions are required to complete work assigned by their teachers and are not permitted to engage in conversation with other students. Students are not permitted to use cell phones, electronic devices or newspapers, magazines or books that are not required resources for completion of assignments. Students are permitted to use computers if it is necessary for completion of assignments. Students are permitted to use the restroom with teacher approval and eat lunch during one period of the school day. Students are to obey the rules and regulations set forth by the administration for appropriate conduct in the ISS room. Students who violate stated rules will be subject to further disciplinary action.

Out-of-School Suspension Rules

In most cases, students are suspended from school for a specific number of days. During the suspension, students must remain under the direct supervision of their parents/guardians and are not permitted to participate in any function promoted by the school. Additionally, students are not to be present at any time during the suspension on MHS property or any other property of the Montgomery Township School District. The day the student is returning to school he/she must be accompanied by his/her parent/guardian for a readmission meeting with a Vice Principal.

Out-Of-School Suspension Offenses

The following infractions will result in out-of-school suspension and may also result in police notification and/or an expulsion hearing.

- **Fighting:** - 2 days – 7 days OSS and referral to Student Assistance Counselor for conflict mediation or anger management counseling.
- **Assaulting a student-** 3days-7 days OSS and referral to Student Assistance Counselor for conflict mediation or anger management counseling.
- **Theft-** taking or attempting to take school property, personal property or money from another student or staff member- 2 days ISS and restitution. Possible notification to law enforcement.
- **Truancy-** absence from school without parental or school approval.
- **Assaulting or striking a staff member-**10 day OSS and review of Educational Program which may include an expulsion hearing.
- **Terroristic threats or remarks made toward the school or school personnel, whether in or out of school-** 10 days OSS and review of Educational Program which may include an expulsion hearing.
- **Activating fire alarm/bomb scare-** 10 day OSS and review of Educational Program which may include an expulsion hearing.
- **Possession of a Weapon or Explosive Device-** 10 days OSS and review of Educational Program which may include an expulsion hearing and possible psychiatric evaluation.
- **Breaking/Entering a School Building or Trespassing on School Property-** 10 days OSS.
- **Inciting a Riot or Disturbance or Encouraging Others to Disrupt School-** 2-10 days OSS.
- **Under the influence of a dangerous substance (attending school/school function after using controlled drugs or alcohol)-** Students suspected of being under the influence of drugs/alcohol will be removed from classes and required to undergo a drug/alcohol screening. A positive drug test result will cause the student to be placed on a **4 day out-of –school suspension**. Referral to Health Department and complaint filed with the Municipal Court when anywhere on school property.
- **Possession of a controlled substance-** 9 days OSS.
- **Distribution/selling of a controlled or dangerous substance-** A 10 day OSS and review of Educational Program which may include an expulsion hearing.
- **Any other infraction that may be determined by NJ School Law to be grounds for suspension or expulsion.**

NOTE: The consequences may vary with the seriousness of the infraction and the behavior pattern of the individual student.

DRUG AND ALCOHOL ABUSE

A student's use of harmful substances not only seriously impedes his/her education but threatens the welfare of the entire school community. The Board of Education is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means but has authorized the MHS administration and staff to take appropriate steps to protect the school community from harm and from exposure to harmful substances.

"Substance" means alcoholic beverages, controlled dangerous substances as defined at NJSA 24:21-2, anabolic steroids, or any chemical or chemical compound causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system. In addition, any over the counter or prescription medications, which if improperly used, can cause the same effects listed above.

Any student who uses, possesses, or distributes a substance on school premises or at a school-sponsored function will be subject to discipline. Discipline will be graded to the severity of the offense, the nature of the problem, and the student's needs and may include suspension or expulsion.

Students Suspected of Being Under the Influence of Harmful Substances

When a professional staff member has reason to believe a student has used or may be using harmful substances on school property or at a school function, the following procedure is followed:

- The student is placed in a protected environment under the supervision of a staff member.
- The Principal or his/her designee shall notify the parent/guardian and chief school administrator and arrange for an immediate examination of the student.
- A complete drug screening for alcohol and controlled dangerous substances is required. Specimen(s) must be obtained immediately and under the direct supervision of medical staff.
- A written report of the medical examination must be furnished to the parent/guardian of the student, the Principal, and/or Chief School Administrator by the examining physician within twenty-four hours. After that time, the student will be allowed to return to school until such time as a positive diagnosis of alcohol or drug use is received.
- Please refer to Board Policy #5530 Substance Abuse for a complete explanation and to the **Disciplinary Guidelines** section of this handbook for the consequences of violating the Drug and Alcohol Use Policy.
- A positive diagnosis may require an additional evaluation to determine the extent of use. A plan shall be established by the Principal or his/her designee in consultation, where appropriate, with the Student Assistance Counselor, Guidance staff, I & RS Team and/or physician to assess the extent of the student's use to ensure proper reentry into the school. Attendance at school will not resume until a medical report verifies the student's alcohol or drug use no longer interferes with his/her physical or mental abilities.

Cumulative Infractions

Students who accumulate 5 or more infractions, that do not have a point related consequence (e.g., ASD or ISS), will be subject to a 1 day out of school suspension.

Additional Disciplinary Consequences

- If a civil or criminal law is broken, the school will involve the police. Any action taken by the police will be in addition to the consequences issued by the school.
- Students are responsible for the restitution of any school property that they damage.

Student Right to a Hearing and Appeal

Students have the right to meet with the Vice Principal to explain the circumstances of their infraction before consequences are issued. The Vice Principal's decision may be appealed.

AGREEMENT TO USE SCHOOL COMPUTER FACILITIES, SOFTWARE AND INTERNET

Computing Facilities

As a user of the computing facilities in the Montgomery Township School District I have read the following rules. My signature and that of my parent/guardian indicate that I agree to abide by them and understand the consequences if I do not.

1. I understand that the computers and software are owned by the Montgomery Township School District. I do not have the right to copy or distribute this software.
2. I will not add personal software or download software (this includes games) to any school computer.
3. I will take responsibility for any computer account that is given to me. I will not give my password to anyone nor will I bypass the security systems that may be in place.
4. I will not attempt to change the configuration of any computer or software or change/alter another student's work or disks. I will not access server folders other than my own.
5. I will not copy unauthorized software.
6. I will abide by all patent, copyright, or license restrictions that relate to any computing facilities, products, programs or documentation.
7. I will treat the facilities and equipment with respect and will not intentionally damage them.
8. I will not have food or drink near the computers.
9. I will not use any personal communication device, such as a cell phone, PDA, Blackberry, etc. to circumvent the policy of the school district.

Internet Use

The Internet is an exciting tool that allows us to communicate with people all over the world. It is important that we use it properly so that we do not break laws, offend others, or violate school rules.

1. I will only use the Internet for wholesome purposes. I will not send, receive, or access information or graphics that contain pornography or racist/sexist/discriminatory material.
2. I will not use copyrighted materials from the Internet without permission.
3. I will not knowingly place a virus on any computer or on the Internet.
4. I will not provide any personal information on the Internet to anyone.
5. I will not participate in News Groups, Chat Rooms, e-mail, instant messenger, or other forums on the Internet that are not school sponsored.
6. The use of the Internet and games are prohibited during class time unless specified by the teacher.

Compliance With Computer Use Policy

I understand that failure to comply with these regulations will result in disciplinary action taken by the school administration as follows:

1. The first offense will result in my being prohibited from the computer facilities and Internet access for a period of 20 school days and appropriate disciplinary action.
2. A second offense will result in my being prohibited from facilities and Internet access for 40 school days and appropriate disciplinary action.
3. A third offense will result in revocation of my access to the computer facilities and Internet access for the balance of the school year and other appropriate disciplinary action.
4. If the offense occurs during the second semester, the prohibition will continue in the following school year, but not to exceed 90 school days.

*For the student to be eligible to use school computers, he/she and the parent/guardian must sign the Agenda receipt form and return it to the Main Office where it will be kept on file for the school year. **Please note that, if appropriate, certain violations will require police involvement in addition to school consequences.***

PHOTOGRAPHING OF STUDENTS

Taking pictures of school pupils and buildings for commercial purposes or publications is normally prohibited. Any exceptions require an application in writing and the approval of the Superintendent of Schools. Due to the current state of technology in the Montgomery Township Schools, there are now many opportunities to have information about students “published”. The Montgomery Township Board of Education and the schools’ administration are always concerned with the safety and security of all students and therefore, in accordance with law and district policy, will not publish images of students or information about students without the consent of parents and/or guardians. For more information, please refer to Board Policy 9121.

Please be advised that if your son or daughter is enrolled in Television Production at MHS, this course involves the production of “in house” television shows which are viewed throughout the high school and may be broadcast throughout the community. Therefore, onscreen actors and production team members may be identified by name in the production credits. Additionally, the district’s web site is used to highlight student achievement and may include specific references to students. Although the school district exerts due caution in all publications, parents and/or guardians have the final decision in the use of student information.

By signing and returning the appropriate portion of the *Agenda Agreement*, you are deciding if your son or daughter will be:

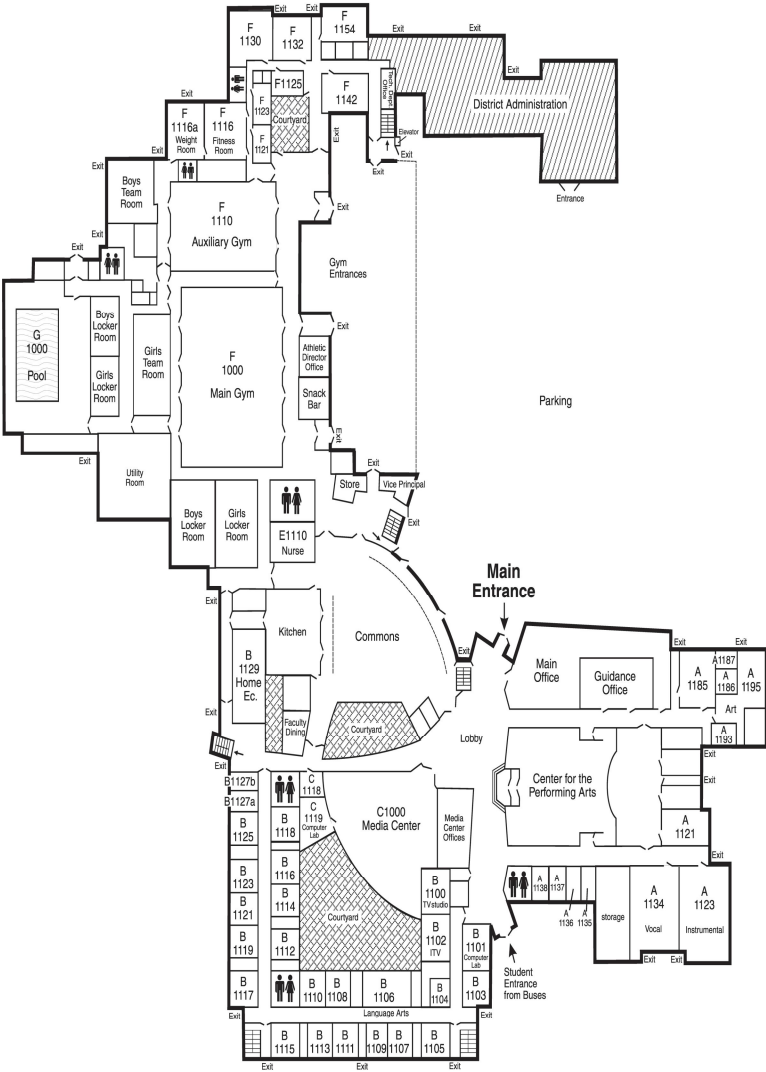
1. Photographed or videotaped and identified by name to be used in Board of Education publications, displays, television programs or news releases.
2. Photographed or videotaped and identified by name by representatives of the media to be used in local television broadcasts or in local newspapers.
3. Photographed and identified by name for student’s work on the Montgomery Township School District Web Site. Photographed and identified by name when participating on screen or as part of the production team in the high school TV Production course.

Pursuant to law, we will not release any personally identifiable information without prior written consent from you as parent or guardian. Personally identifiable information includes student names, photo or image, and other information that we will not release. If you, as the parent or guardian, wish to rescind this agreement, you may do so at any time in writing by sending a letter to the principal of your child’s school and such rescission will take place upon receipt by the school.

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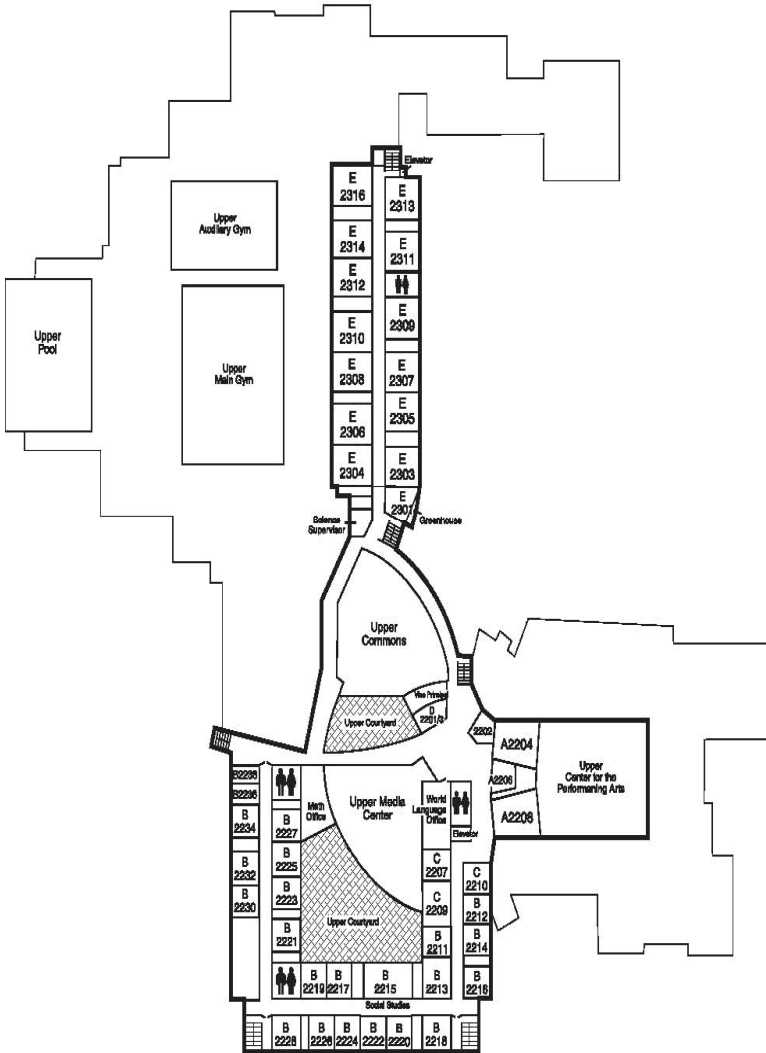
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Montgomery High School



First Floor

Montgomery High School



Second Floor