

# MONTGOMERY HIGH SCHOOL

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Skillman, NJ 08558  
609-466-7602

[www.mtsd.k12.nj.us/mhs](http://www.mtsd.k12.nj.us/mhs)

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*Student's Name:*

## WELCOME TO MONTGOMERY HIGH SCHOOL

*Dear MHS Students and Families:*

*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 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 while creating opportunities for each student to find their passion and voice, and experience a sense of belonging. We are committed to pursuing excellence while meeting every student's needs; it is this foundation upon which all futures will be built. We urge our students to set high standards and goals, get involved, participate fully, and approach high school with the seriousness it deserves 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. At Montgomery High School, we encourage all students to celebrate their uniqueness and expect that all students are accepting of each other's differences, including race, ethnicity, gender identity, and expression. Please pay special attention to the attendance policy, discipline guidelines, and academic integrity. We aim to ensure that you are offered a quality education within a safe, orderly, and academically challenging environment.*

*Have a great school year!*



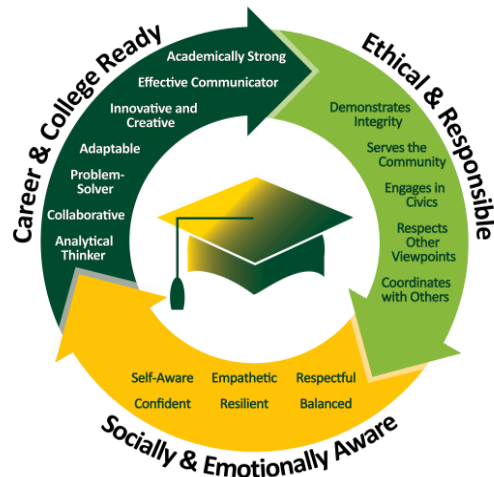
*Heather Pino-Beattie (she/her)  
Principal, MHS*

# Montgomery High School Student Handbook

(For the most up-to-date student handbook use the QR code below)



## Portrait of a Graduate



**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 policies and regulations can be located on our district website at [www.mtsd.k12.nj.us](http://www.mtsd.k12.nj.us) :

<b>P 2260</b>	Affirmative Action Program for School and Classroom Practices
<b>P 2361</b>	Acceptable Use of Computer Networks/Computers and Resources
<b>P 2460</b>	Special Education/Sending Districts
<b>P 5200</b>	Attendance
<b>R 5330</b>	Administration of Medication
<b>P 5331</b>	Management of Life-Threatening Allergies in Schools
<b>P 5338</b>	Diabetes Management
<b>P 5511</b>	Dress and Grooming
<b>P 5512</b>	Harassment, Intimidation and Bullying
<b>P 5516</b>	Use of Electronic Communication Devices
<b>P 5519</b>	Dating Violence at School
<b>P 5530</b>	Substance Abuse
<b>P 5615</b>	Suspected Gang Activity
<b>P 5751</b>	Sexual Harassment
<b>P 7441</b>	Electronic Surveillance in School Buildings
<b>P 8601</b>	Pupil Supervision After School Dismissal
<b>P 9713</b>	Recruitment by Special Interest Groups

Policies can be located on the MTSD website ([mtsd.k12.nj.us](http://mtsd.k12.nj.us)) by selecting the “BOE” tab and then selecting “Policies and Regulations” from the drop down menu. A search menu is presented to locate any policy or regulation. For those who do not have access to a computer, copies of the policies are available in the main office of the high school.

**NOTE: The information in this handbook is subject to change due to changes or revisions to district policies and/or state code that may occur during the school year. The most current version of this handbook can be found online.**

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## 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 5200)

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:

a. "An **unexcused absence** that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence" as defined below.

b. "An **excused absence**" is a student's absence from school for a full day or a portion of a day for any absence for the reasons listed below. Although an absence may be excused, it may count against a student's 90% attendance requirement and thus cause diminished success and/or academic loss of credit (ALC) for a course:

- (1) The student's required attendance in court;
- (2) Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;
- (3) The student's suspension from school;
- (4) College visits, up to three days per school year, for students in grades 11 and 12;
- (5) Interviews with an admissions officer of an institution of higher education;
- (6) Examination for a driver's license;
- (7) Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day with documentation from the doctor's office;
- (8) Take Our Children to Work Day;
- (9) Religious observance, pursuant to N.J.S.A. 18A:36-14 through 16;
- (10) Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
- (11) Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
- (12) Closure of a busing school district that prevents a student from having transportation to the receiving school;
- (13) An absence considered excused by the Commissioner of Education and/or a New Jersey Department of Education rule.

"Unexcused tardiness" may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240.

For necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day, documentation from the doctor's office must be **on official office script pad or stationery-Must include duration of absences to be excused and date of appointment.** \* All doctor's notes will be subject to MHS validation of appointment date.

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**.

#### **Notice to School of Student Absence**

Parents should report student absences in the Genesis Parent Resources application or call the attendance line at 609-466-7610, (select #6, then #1) 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.** The student's absence will be deemed either **"excused" or "unexcused counting toward truancy"** "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 Counting Toward Truancy**

N.J.A.C.6A:16-7.6, school staff responses for unexcused absences are as follows:

**For up to four cumulative unexcused absences counting towards truancy, 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; make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parents; identify in consultation with the student's parents needed action 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 N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, 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 counting towards truancy, 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; make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the students' parents; evaluate the appropriateness of prior action taken; develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following: refer or consult with the building's 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; consider an alternate educational placement; make a referral to or coordinate with a community based social and health provider agency or other community resource; refer to a court or a court program; proceed in accordance with N.J.S.A.9:6-1 et. Seq. and N.J.A.C.6A:16-10, if a potentially missing or child abuse situation is detected: and engage the student's family. Cooperate with law enforcement and other authorities and agencies, as appropriate.

**For cumulative unexcused absences counting towards truancy of 10 or more, a student between the ages of 6 and 16, is truant, pursuant to N.J.S.A. 18A:38-25, and the school district shall:** make a determination regarding the need for a court referral for the truancy; continue to consult with the parent 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:3828 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required; and a court referral may be made as follows: when school officials determine unexcused absences education law, pursuant to **N.J.S.A. 18A:38-25**, and the district board of education's policies, the parent may be referred to municipal court; a written report of the actions the school has taken regarding the student's attendance shall be forwarded to the municipal court; or when there is evidence of a juvenile-family crisis, pursuant to **N.J.S.A. 2A:4A-22.g**, the student may be referred to Superior Court, Chancery Division, Family Part; a written report of the actions the school has taken regarding the student's attendance shall be forwarded to the juvenile-family crisis intervention unit.

For a student with a disability, the attendance plan and disciplinary and remedial procedures shall be applied, where applicable, in accordance with the student's individualized education program, pursuant to 20 U.S.C 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in **N.J.A.C. 6A:14**; accommodation plan under 29 U.S.C. 794 and 705(20); and individualized healthcare plan and individualized emergency healthcare plan, pursuant to **N.J.A.C. 6A:16-2.3(b)5xii**.

#### **Absence and Student Activities**

In order for any student to participate in after-school activities (clubs, team practices, games, plays, concerts, etc.), the student **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 their absence. 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 7:45 am during a normal school day. Until 7:55 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 7:55 am with documentation must sign in at the Main Office. Students arriving after 7:55 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-three-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:

- 1<sup>st</sup> Tardy:** Student will be issued a warning by teacher.  
**2<sup>nd</sup> Tardy:** Student will be issued a warning by teacher and be informed that a 3<sup>rd</sup> tardy will result in a teacher detention.  
**3<sup>rd</sup> Tardy:** Student will receive a teacher detention.  
**4<sup>th</sup> Tardy:** Student will receive a teacher detention.  
**5<sup>th</sup> Tardy:** Student will receive a Saturday detention.  
**6<sup>th</sup> Tardy:** Student will receive a teacher detention.  
**7<sup>th</sup> Tardy:** Student will receive a teacher detention.  
**8<sup>th</sup> Tardy:** Student will receive a Saturday detention.

**\*\* A tardy more than 10 minutes is considered an absence. 10 absences in a full year course or 5 absences in a semester course leads to a loss of credit. \*\***

### **Class Cut**

A cut is defined as absenting oneself without permission from scheduled periods, including classes, lunch, or activities such as assemblies. Students demonstrating a pattern of missing class time, including but not limited to, time during class or at the end of class, will receive a 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: Pupil Discipline/Code of Conduct 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 7:45 AM. 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. **Parents/ guardians are required 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 child using the Genesis Parent Portal prior to 1 PM. 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 that the person has the student’s parent’s/guardian’s permission to pick up that particular child.**

**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 or five (5) “**unexcused absences**” in a semester course. 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 composed of a teacher, school nurse, school 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 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 Counseling Department believes that positive relationships are key to a successful four years. A counselor change will only be honored due to extenuating circumstances.

### **Counseling Appointments**

Counseling appointments may be arranged at the request of the student or the counselor. Students requesting an appointment with their counselor should stop by the Counseling Office before school, between classes or during lunch. The MHS Counseling Department kindly asks that students should not leave class to request an appointment. To set up an appointment, students should email their counselor and/or speak with one of the Counseling secretaries. If a student needs to see a counselor on the same day as the request, he/she should speak to the Counseling secretary who will check the counselor’s availability.

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 Counseling 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.

**Child Study Team (CST)**

The Child Study Team (CST) is located in the Counseling 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:

**All students must demonstrate successful completion of the following requirements:**

**NJ State Minimum\* Graduation Requirements by Content Area**

<b><u>Content Area</u></b>	<b><u>Requirements</u></b>
NJ DEPARTMENT OF EDUCATION REQUIRED ASSESSMENTS	Class of 2022, and on
ENGLISH/LANGUAGE ARTS LITERACY	20 credits aligned to grade 9 through 12
MATHEMATICS	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 21 <sup>st</sup> century careers
SCIENCE	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; five credits in world history; and the integration of civics, economics, geography and global content in all course offerings

<b><u>Content Area</u></b>	<b><u>Requirements</u></b>
FINANCIAL, ECONOMIC, AND ENTREPRENEURIAL LITERACY	2.5 credits
PHYSICAL EDUCATION, HEALTH AND SAFETY	A minimum of 3.75 credits in physical education, health & safety* during each year of enrollment, distributed as 150 minutes per week
VISUAL AND PERFORMING ARTS (Art, Music, Drama, Dance)	5 credits
Electives	15 credits
WORLD LANGUAGES	5 credits
21 <sup>ST</sup> CENTURY LIFE AND CAREERS (Family/Consumer Science, Business Administration & Technology, Technology Education)	5 credits
TOTAL CREDITS (State Minimum)	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 Counseling Office before March 15<sup>th</sup> 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 counselor must follow this request. The principal will review and either approve or deny the request.

### **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 Counseling website and refer to the current year's 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

**The following grading protocols are applicable to all MHS courses:**

No one grade shall be more than approximately 25% of the semester grade.  
Grades should be spaced throughout the semester.  
Grades should be returned and posted in the following time frame:

- Tests/Major assessments within 5 class periods of test date
- Essays/Projects/Research Papers within 8 class periods of due date
- Quizzes prior to the summative assessment

**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:**

A weighted GPA is computed to provide scholarship information and determine valedictorian, salutatorian, and students graduating with honors.

**Class Rank:**

Montgomery High School does not engage in the automatic calculation and reporting of class rank for students. A pupil's class rank shall be calculated to determine valedictorian, salutatorian, and students graduating with honors. A pupil's class rank will only be released to a requesting institution (such as a service academy) or a scholarship provider.

**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 Studies	88	5	440
Biology Honors	80	5	400
Physical Education	82	5	410
		20	1700

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 Studies	88	0	88	5	440
Biology Honors	80	5	85	5	425
Physical Education	82	0	85	5	<u>410</u>
				20	1750

1750/20 = 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**

- The second semester 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 both semesters but has a failing average due to the final exam grade, the student 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.”
- Final exam
  - Equals 12 percent of the final grade
  - Averages with the first and second semester 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 academic integrity violations will be subject to departmental policy.

**Grading- 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 12 percent of the course grade.
- Any academic integrity violations will be subject to departmental policy.

### **Courses Outside of MHS**

For all courses taken outside of an MHS classroom, a (P) pass or (F) fail will be recorded on the student’s transcript and will not affect GPA. If the course is taken at an accredited college or university, a letter grade will be recorded on the student’s transcript; this will not be calculated into the student’s GPA.

### **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.

**NOTE: Request to withdraw after November 15th will not be permitted without administrative approval.**

### **Course/Level Changes and Withdrawals**

Students may not withdraw from a full year course after semester 1 without administrative approval from the MHS Principal and Director of School Counseling & Student Wellness. In addition, students may not withdraw from a semester 1 course after **November 15th** or a semester 2 course after March 26th without administrative approval (MHS Principal and Director of School Counseling & Student Wellness).

### **Course/Level Change Procedures**

In an ongoing effort to improve the student experience here at MHS, we are formally outlining the procedure for Course and/or Level Changes for all students and their families in the below detailed and outlined procedures.

It is critical to first understand what is defined as a course change and level change:

- A **COURSE CHANGE** is defined as switching to a totally different course, i.e. Choir to Band or Studio Art to Culinary.
- A **LEVEL CHANGE** is defined as switching levels of the same course, i.e. Honors Algebra II to CP Algebra II.

### **Important information about Course and Level Changes:**

- FOR STUDENTS WHO HAVE **NOT WAIVED** INTO A COURSE:
  - These students may request a **COURSE or LEVEL CHANGE** **without** completing the Course and/or Level Change Request form IF:
    - it is within the first 10 sessions for a full-year course; or
    - it is within the first 5 sessions of a half-year course
  - All **COURSE CHANGES** made after the first 10 sessions of a full-year course, first 5 sessions of a half-year course, or level changes, regardless of waiver status, made after **October 25th, 2024** will be noted on student transcripts as a **WP** (Withdraw Pass) or **WF** (Withdraw Fail).
  - For a student requesting a **LEVEL CHANGE**, this process must be completed by **October 25th, 2024**. **LEVEL CHANGE** completed after **October 25th, 2024**, will result in a **WP** (Withdraw Pass) or **WF** (Withdraw Fail) on the student's transcript.
  - Students who have **not waived** into the course that wish to request a **LEVEL CHANGE** after **October 25th, 2024** **MUST** complete the **Course and/or Level Change Request form** IF:
    - more than 10 sessions have taken place for a full year course; or
    - more than 5 sessions have taken place for a half-year course
- FOR STUDENTS WHO HAVE **NOT WAIVED** INTO A COURSE:
  - Students who **have waived** into the course and wish to change **MUST** complete the **COURSE and/or LEVEL CHANGE Request form** for both course and level change requests, regardless of how many sessions have taken place.

#### Steps to Complete the Course/Level Change Process

1. The student completes the **MHS Course Change Request Google Form** which can be found on the MHS Guidance web page, every department web page, and on all teacher Google Classrooms.
2. The appropriate counselor will receive the completed Google Form and schedule an appointment with the student.
3. The counselor will review the request with the student and, if needed, provide the student with a **Course and/or Level Change Request form** (paper copy).
4. The student meets with and obtains signatures on the **COURSE and/or LEVEL CHANGE Request form** from the following parties:
  - a. the counselor
  - a. the current teacher in the course they are requesting to change
  - b. the parent/guardian
2. Once all sections of the **COURSE and/or LEVEL CHANGE Request form** has been completed, the student will submit the form to the supervisor of the department for the course they are requesting to change.
3. The department supervisor will review the request and approve, deny, or recommend remediation as appropriate.
4. The supervisor's decision will be shared with the counselor who will make the appropriate changes, if any, and inform the student.

#### 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 semester and the work is not completed by the time grades are submitted, an *Incomplete* is given as the

semester grade. Students have a maximum of 10 days to submit all work after the end of the semester. Failure to do so will result in the student receiving no credit for all missing assignments with the potential of failing the marking period.

### **Course Failure**

Students in grades 9, 10, and 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 an opportunity for seniors to leave school earlier by one period; provided they continue to meet the required 30 credit minimum. Students with Early Dismissal privileges must leave school grounds at the end of their scheduled school day (unless prior approval is granted.) Any student who is in danger of not passing a course required for graduation will jeopardize this privilege AND may result in having an additional class added during this time.

## **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 be signed out by a parent using the Genesis Parent Portal. Failure to adhere to this may result in disciplinary consequences.**

### **Medications (Policy 5330)**

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 who cannot participate in Physical Education class for a medical reason must provide a doctor’s note stating the reason and length of a medical excuse to the nurse’s office. The student will then be required to report to their Physical Education class for attendance and will be assigned an alternate assessment.

#### **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 grades 12 provided the following criteria are satisfied: **(NOTE: Students must be in school for two full blocks 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 1<sup>st</sup>. Any athlete reaching the age of 19 on or after September 1 shall be eligible for that school year. An athlete becomes ineligible for 9<sup>th</sup> grade if the student attains the age of 16 prior to September 1.

**Credits:** An incoming 9<sup>th</sup>-grade student is immediately eligible for the 1<sup>st</sup> semester (September 1 – January 31). To be eligible for the 1<sup>st</sup> semester, all 10<sup>th</sup> 11<sup>th</sup> and 12<sup>th</sup>-grade students must have passed 30 credits during the previous academic year. To be eligible for the 2<sup>nd</sup> semester (February 1 – June 30), all athletes must pass 15 credits at the conclusion of the 1st 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 the student was a member of a varsity team. 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. 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](http://www.ncaa.org) for information on eligibility, scholarships, recruitment guidelines, etc.

## **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 two blocks in order to participate in after-school activities occurring that day.**

**NOTE: Students participating in co-curricular activities will be assessed an activity fee. Families that qualify for free and reduced lunch will not be required to pay the activity fee.**

Extracurricular/Co-Curricular & Athletics can be referenced by clicking the [Extracurricular/Co-Curricular Catalog](#) or using the QR code below for a complete list of offerings.



## 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; 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 4:30 PM**. Specific late bus routes are printed on the student's schedule with their regular bus number.

### **Student Drop Off / Pick Up**

Parents/Guardians driving students to and from school are to drop off and pick up students using designated areas only. **Cars are not permitted in the MHS Staff parking rows.** Cars are not permitted in the bus loading/unloading zone. The speed limit on school grounds is 10 MPH, and it will be enforced by local police. Please drop students off and pick students up at the curb of designated areas only.

### **Student Driving/Parking**

Only students with a valid NJ drivers license and a school issued parking permit may drive to school. Students 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 while spaces are available. Parking hang tags will be distributed and must be displayed at all times. The school assumes no liability for the security of any student vehicle.

**\*\*Any student that is chronically late to school may have their driving/parking privileges revoked.**

**Any student who has not purchased a parking permit and found parking on school property during the school day will receive up to a Saturday detention and/or loss of campus parking 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 the opportunity to develop and learn.

### **Academic Integrity**

As a student at Montgomery High School, it is understood that genuine academic and personal achievements presuppose academic and personal integrity. No matter how much pressure to achieve the appearance of academic and personal achievements without their realities, one must never betray oneself or others by giving into that pressure and compromising one's integrity by cheating, plagiarizing, stealing, or by being cruel to others, nor must a student ever misrepresent the truth in order to obtain special privilege or consideration.

**A violation of academic integrity occurs when:**

- The use, by paraphrase or direct quotation, of the published or unpublished work of another person, including the use of artificial intelligence (AI) without full and clear acknowledgment.

- The direct use of AI, internet sources and personal tutors to generate work that is then presented as the student's own work.

MHS departments will utilize Turnitin.com and other similar AI and internet writing detection to determine if a violation has occurred. Students found to be in violation of academic integrity will be subject to consequences as determined by the department in which the infraction occurred.

As a member of the National Association of College Admissions Counseling (NACAC), Montgomery Township School District will disclose breaches of academic integrity that compromise the integrity of the school and could adversely affect our college applicants. Disciplinary information will be kept confidential, unless disclosure is required to prevent clear and imminent danger to the student or others, or when legal requirements demand that confidential information be revealed. For more information about NACAC's policy and procedures go to: [www.nacacnet.org](http://www.nacacnet.org)

**An MHS student will:**

- Neither give help to, nor accept help from another student during a test or graded assignment unless express permission is given by the teacher.
- Neither accept information in advance of a test or graded assignment from someone who has already taken it, nor disseminate information to someone who has not yet taken it.
- Not use notes or other sources of information during a test or graded assignment unless allowed to do so by the teacher.
- Not plagiarize. Outside sources must be cited properly.
- Not misrepresent the truth in order to obtain special consideration or privilege.
- Use technology in an appropriate and legal manner.
- Not create any Google Educational tools or impersonate any staff member via any avenue, social media, or other.

**Violation of the Academic Integrity Code may result in:**

- A faculty or staff member will discuss the violation with the student
- Documentation of the incident.
- A report of the violation to the student's parent or guardian.
- A report of the violation to the department supervisor and a written notification of the incident to the student's Vice Principal in Genesis.
- A score of "zero" for the assignment. The faculty or staff member may require the student to make up the assignment for educational purposes.
- This information being kept on file for the duration of the student's career.
- Exclusion from National Honor Society.
- If a student discovers that another student has violated the Academic Integrity code and does nothing about it, he or she has condoned the violation.

Various levels of consequence may be imposed as warranted and will be documented as part of the student's disciplinary record. Potential consequences are outlined in the student code of conduct and may include removal from organizations as the National Honor Society and Peer Leaders.

**Announcements**

Announcements about various school activities can be printed in the Daily Bulletin or read on MHSTV during Homeroom. 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/Smart Watches**

Electronic devices can be used to supplement educational instruction under staff supervision and may only be used at the teacher's discretion in the classroom. Students are not permitted to verbally communicate on phones/smart devices, have phones set to a ringtone, or use Bluetooth or any ear device during instructional time. Phones are not allowed during school drills. Students may not record fights or other student interactions on cell phones or other electronic devices. The faculty has the right to confiscate any device and send it to the Vice Principal's office along with an office referral for disciplinary action. Students are prohibited from videoing, recording, or taking photos of students and staff members.

### **Personal Music 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 used at any other time during the school day without direct teacher permission. Use of personal speakers is prohibited.

### **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. Detentions are served with the teacher and must end with sufficient time for the student to ride the late bus.

**Administrative Detention is held on Tuesday, Wednesday and Thursday from 2:22 pm to 4:30 pm. or during Block 4 for seniors with Early Dismissal. (See Office Detention Rules under the "Pupil Discipline/Code of Conduct" section)**

**Lunch Detention may be assigned to students who do not abide by the student code of conduct.**

**Saturday Detention is held monthly on Saturday mornings from 8:00 am to 11:00 am.**

### **Dress Code (Policy 5511)**

Montgomery Township High School's student dress code supports equitable educational access for all students. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Montgomery Township High School expects that all students will dress in a way that is appropriate for the school day or for any school-sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity,

gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

1. Students Must Wear:

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes.
- Clothes must be worn to ensure genitals, buttocks, breasts, and nipples are fully covered with opaque fabric.
- Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoe requirements are permitted (for example, athletic shoes for PE).

2. Students May Wear:

- Religious headwear
- Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff).
- Hats
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire

3. Students Cannot Wear:

- Violent language or images.
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- Bullet proof vest, body armor, tactical gear, or facsimile.
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in swim class or swim athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).

### **Dress Code Enforcement**

Students in violation of the Dress Code will be provided three (3) options to be dressed more to code during the school day:

1. Students will be asked to wear alternative clothing, if already available at school, to dress more to code for the remainder of the day.
2. Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
3. If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

### **Additional Requirements**

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.**

*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, 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/guardians. 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. Any lost or broken locks must be replaced by the student. Students are responsible for restitution of broken/lost locks. **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 student's 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 quarterly. As a reminder, a message will be sent out through e-mail before items are removed. Please report missing items by filling out the "Missing Items" form in the Main Office.

### **Lost, Damaged or Stolen Personal Property**

The loss or damage of a student's personal property is not the responsibility of Montgomery High School or MTSD. Lost, damaged, or stolen property will be investigated by school administration and may result in consequences, up to the notification of local police.

### **Media Center**

The Media Center is open from 7:45 am through 2:22 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/Flyers**

**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, flyers, etc. may be posted on lockers, glass surfaces or in any other portion of the hallway. Poster/flyers may not be posted on school pillars.

### **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. Timely removal of flyers is the responsibility of the posting club/organization.

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 on Tuesday, March 4<sup>th</sup>, and returning on Saturday, March 8<sup>th</sup>. 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 out of school during their senior year.

### **Smoking/Use of Tobacco Products (Policy 5533)**

Smoking and tobacco products (including snuff, snus, chewing tobacco, and electronic cigarettes) are prohibited on all school grounds, buses, buildings, and during any school sponsored function, according to State Law. Violators of the law will be subject to the penalties prescribed by the statutes, which include serious school consequences and referral to the Department of Health, where a complaint will be filed with the Municipal Court. Students in possession of or utilizing an electronic smoking device, or any substances of liquids that could be used in an electronic smoking device, on school grounds or at a school event off school grounds will be subject to the Montgomery Township School District Policy 5530.

### **Vapes/E-Cigs Possession of vape substances or liquids (pods) Policy 5533**

Possession or use of an electronic smoking device, or any substances or liquids that could be used in an electronic smoking device will constitute reasonable suspicion of a student potentially being under the influence of a controlled

dangerous substance on school grounds. Students found to be in violation of Policy 5530 may receive discipline in accordance with Regulation 5530. Students found to be in violation of Policy 5533 but not Policy 5530 will be assigned appropriate discipline in accordance with the school's code of conduct.

#### **Student Identification Cards**

All students must wear their Montgomery Township School District Identification Card in the building or on school property. Students must wear their IDs and school issued lanyard, around their neck, so that the student ID card is on the outside of clothing and visible. Students must have their ID in their possession when attending school-related activities (after school and on weekends). An ID is a school-issued item, which must be kept in the same condition in which it was issued. Failure to wear or present school issued student ID card may result in disciplinary consequences detailed in the code of conduct section.

- The first set (ID card & lanyard) will be given to all students.
- If students lose any portion of the (lanyard or ID card) it will necessitate a \$5.00 replacement fee.

#### **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**

All students are to be on time and remain for the entire block. Students must sign in with their assigned teacher and attendance will be taken. Students who desire a quiet environment will be provided the opportunity to report to QUIET STUDY. Students who require the use of research materials and/or technology will be provided the opportunity to report to the Media Center. Students who require a socially interactive environment may remain in the Commons.

#### **Swimming Requirement**

All students are required to take one cycle of swimming as part of the Physical Education graduation requirements each year enrolled at MHS. The Dress Code for swimming is:

*Appropriate Swimming Attire-* Bathing suit suitable for physical activity. T-Shirts – a swimmer may wear an appropriate t-shirt over a bathing suit that meets the dress code. 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. Administrators reserve the right to suspend Unit Lunch.

### **Visitors**

All visitors must utilize the kiosk upon entering the building and secure a “visitor’s pass.” A driver’s license, state ID or federal ID is required for visitors to enter the building. 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 on-line at [myworkingpapers.nj.gov](http://myworkingpapers.nj.gov). This site will guide students through the process of applying for and obtaining working papers.

## **STUDENT RIGHTS**

### **Affirmative Action (Policy P2260)**

The Board of Education does not discriminate on the basis of race, color, creed, religion, ancestry, national origin, mental or physical handicap, socio-economic status, sexual orientation, age or sex in any of its policies or regulations related to admissions, employment, financial aid, educational service, programs or activities. Affirmative Action/Section 504 Coordinator: Mr. Vincent Cuccaro:  
[vcuccaro@mtsd.us](mailto:vcuccaro@mtsd.us)

### **Harassment Intimidation and Bullying (Policy 5512)**

**Please access the following [5512. HIB POLICY](#) link for the most up to date Harassment, Intimidation and Bullying Policy.**

Policy 5512 Harassment Intimidation and Bullying please visit the Montgomery Township School District website or the Montgomery High School website. If you would like to file a formal complaint regarding Harassment Intimidation and Bullying, please contact Montgomery High School Principal Heather Pino-Beattie at [HPino@mtsd.us](mailto:HPino@mtsd.us). All cases will be reviewed by the Principal prior to investigation by the Anti-Bullying Specialist (ABS).

**MHS does not tolerate harassment/bias based on race, religion, ethnicity, sexual orientation, gender identity and/or expression, national origin, or disability. Reports of such actions and/or written, verbal or social media statements by students will be investigated and appropriate consequences administered.**

Students who have witnessed or been victimized by harassment/bias statements/actions or bullying should report the incident immediately to a teacher, counselor, and/or an administrator. For detailed information regarding district

### **Trauma Informed Practices**

It is important that we understand that a child comes to us with their own set of personal experiences. *ACES - Adverse Childhood Experiences*, have been determined to have lasting effects on children beyond childhood. For that reason, **trauma-informed practices** are designed to help schools bridge the relationship between academics and mental health by promoting the physical, social and emotional safety for every child.

*The extent to which stressful events have lasting adverse effects is determined in part by the individual’s biological response (mediated by both genetic predispositions and the availability of supportive relationships that help moderate the stress response), and in part by the duration, intensity, timing, and context of the stressful experience. <https://developingchild.harvard.edu/science/key-concepts/toxic-stress/>*

### **Rights/Responsibilities of 18 Year-Old Students**

18-year-olds are legally considered adults, most 18-year-old high school students still maintain their residence in their homes 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 communication 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 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 150 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.

### **Dating Violence**

Consequences and remedial measures to address acts or incidents of dating violence at school shall be handled in accordance with any behavior identified in the code of conduct. Please refer to Policy 5600 for further information.

### **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 or 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, and shotguns. This 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.

#### **PUPIL DISCIPLINE/CODE OF CONDUCT**

##### **Disciplinary Guidelines**

Students have a right to 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 through a Restorative Practice lens.

MHS is committed to ensuring students assume responsibility for their actions and providing strategies for students to repair, restore, and rebuild relationships within our learning community.

##### **Why Restorative Practices?**

*Restorative practices is a social science that studies how to build social capital and achieve social discipline through participatory learning and decision making. - International Institute for Restorative Practices.*

*Restorative practices allow for a dialogue to occur that encourages children not only to take responsibility for their behavior but see their role as integral to finding a solution that repairs the relationship through conflict resolution. Outcomes are optimal for everyone involved and provide the opportunity for reflection, repair, and positive growth.*

#### **[DISCIPLINARY ACTION - LEGEND](#)**

(Click link)



**DISCIPLINARY ACTION - LEGEND**

**AD:** Administrative Detention; **LD:** Lunch Detention; **TD:** Teacher After School Detention; **SAT:** Saturday Detention; **OSS:** Out of School Suspension; **ISS:** In School Suspension; **EXP/P:** Possible Expulsion Hearing before BOE; **EXP/H:** Expulsion Hearing before BOE

Infraction	Minimum Penalty		
	1st Offense	2nd Offense	3rd Offense
Academic Integrity Violation	Department Policy	Referral to VP and up to SAT	Referral to VP, SAT, and up to loss of extra curricular privileges
Activating Fire Alarm/Bomb Scare	Up to 10 days OSS and review of Educational Program and EXP/P. Police notification. Possible psychiatric evaluation.		
Activating Exterior Door Alarm	3 LDs	SAT	Up to OSS
Assaulting a Student	Up to 10 days OSS and review of Educational Program and EXP/P. Police notification. Possible psychiatric evaluation.		
Assaulting or Striking a Staff Member	Up to 10 days OSS and review of Educational Program and EXP/P. Police notification. Possible psychiatric evaluation.		
Bias/Hate Actions: Any unprovoked behavior designed to intimidate a person or group	Up to 3 days OSS, possible police notification, and counseling.	3 to 5 days OSS, possible police notification, and counseling.	5 to 9 days OSS, possible police notification, and counseling.
Breaking/Entering a School Building or Trespassing on School Property	Up to 10 days OSS and review of Educational Program and EXP/P. Police notification. Possible psychiatric evaluation.		
Class Cut	Teacher written parental notification  LD	Verbal Teacher parental notification  TD	Referral to Vice Principal and up to SAT

Infraction	Minimum Penalty		
	1st Offense	2nd Offense	3rd Offense
Disrespect/Insubordination (verbal defiance or failure to comply with direct request of any staff member)	TD	TD and Conference with Parent	Referral to Vice Principal, up to OSS and counseling
Disruptive/Inappropriate Behavior (acting in a way that disrupts the order of the school or interferes with teaching/learning)	TD	TD and Conference with Parent	Referral to Vice Principal, up to OSS and counseling
Distribution of any form of pornographic material	Police notification, HIB investigation, 1 day OSS	Police notification, HIB investigation, 2 days OSS	Police notification, HIB investigation, 4 days OSS
Distribution/Selling of a Controlled or Dangerous Substance	Up to 10 days OSS and review of Educational Program and EXP/P. Police notification. Possible psychiatric evaluation.		
Dress Code Violation	Please see the Handbook section labeled Dress Code.		
Electronic Device Violation/Recording, Video taping and photographing other students and staff	Referral to Vice Principal		
Failure to report to teacher/after school detention (detention must still be served)	Verbal warning	Referral to Vice Principal, and LD	Referral to Vice Principal, and SAT
Failure to wear student ID /Failure to present school issued student ID card/Misuse of School IDs & Excessive Temporary ID Requests	LD ----- 3 Temp. Requests LD	Up to 3 LD ----- 4 Temp. Requests 3 LD	SAT ----- 5 Temp. Requests SAT
Failure to Sign In to Study Hall (first or second half)	Verbal Warning	LD	Referral to VP
Fighting	Up to 1 day OSS and possible police notification	Up to 2 days OSS and possible police notification, and behavior contract	Up to 4 days OSS and possible police notification, and behavior contract
Food Delivery during the school day (Uber Eats, DoorDash, etc.)	LD	SAT	Up to ISS

Infraction	Minimum Penalty		
	1st Offense	2nd Offense	3rd Offense
Forgery/Altering Documents	Up to 1 day OSS	2 days OSS	4 days OSS
Harassment/Intimidation/Bullying/Cyber-bullying/Texting/Hazing/Sexual Harassment	Will be determined according to the seriousness of the offense. May include, but not limited to; verbal warning, parent conference, referral for appropriate services, detention, suspension, referral to police, restitution, possible expulsion hearing before the BOE, and possible psychiatric evaluation.		
Inappropriate/Dangerous use of Vehicle on School Grounds	Verbal warning and/or suspension of parking privilege.	Suspension of parking privilege and possible police notification.	Loss of parking privilege for the remainder of the year. Police notification.
Inciting a Riot or Disturbance or Encouraging Others to Disturb School	2 to 10 days OSS and review of Educational Program and EXP/P. Police notification. Possible psychiatric evaluation.		
Jeopardizing the Safety of Others or Order of the School	Up to 2 days OSS and referral to counselor	Up to 4 days OSS and referral to counselor	Up to 10 days OSS and possible review of Educational Program and EXP/P. Police notification.
Leaving School Grounds (may include loss of unit lunch and parking privilege)	5 LDs	Meeting with Parents and SAT	Meeting with Parents Loss of parking privilege up to 90 days
Occupying the Same Stall in a Bathroom	LD	AD	ISS
Parking Violations (use of student parking lot without permit or use of faculty/visitor spots)	Up to Loss of Driving/Parking privileges and police notification.		
Possession of a Controlled Substance	Up to 4 days OSS and mandated counseling	Up to 9 days OSS and mandated counseling	Up to 10 days OSS and possible review of Educational Program

Infraction	Minimum Penalty		
	1st Offense	2nd Offense	3rd Offense
Possession of a Weapon or Explosive Device	Up to 10 days OSS and review of Educational Program and EXP/P. Police notification. Possible psychiatric evaluation.		
Profanity or Obscene Language (written, verbal, or use of gestures)	LD	AD	Up to ISS
Terroristic threats or remarks made towards the school or school personnel, whether in or out of school	Up to 10 days OSS and review of Educational Program and EXP/P. Police notification. Possible psychiatric evaluation.		
Theft/Possession of Stolen Property Less Than \$100	2 days OSS, restitution, and possible police notification.		
Theft/Possession of Stolen Property Greater Than \$100	2 days OSS, restitution, and police notification.		
Threatening a Student (statement, gesture, or action)	Will be determined according to the seriousness of the offense. May include, but not limited to; verbal warning, parent conference, referral for appropriate services, detention, suspension, referral to police, restitution, possible expulsion hearing before the BOE, and possible psychiatric evaluation.		
Truancy	AD	ISS	ISS and referral to counselor
Under the Influence of a Dangerous Substance	Mandatory 10 panel drug screening, 3 day OSS, 1 day ISS with restorative practice, police notification, counseling.	Mandatory 10 panel drug screening, 4 day OSS, police notification, counseling.	Mandatory 10 panel drug screening, up to 10 days OSS and possible review of Educational Program and EXP/P. Police notification.
Vandalism	Up to 2 days OSS, restitution, and possible police notification.	Up to 4 days OSS, restitution, and police notification.	Up to possible board hearing.

Infraction	Minimum Penalty		
	1st Offense	2nd Offense	3rd Offense
Vaping/Smoking/Possession/Use of Tobacco/Vaporizing Products	Up to mandatory 10 panel drug screening, 1 day OSS, police notification, counseling. *additional days if positive drug result	Mandatory 10 panel drug screening, 1 day OSS, 1 day ISS, police notification, SAC counseling. *additional days if positive drug result	Mandatory 10 panel drug screening, 2 day OSS, 1 day ISS, police notification, SAC counseling. *additional days if positive drug result
Viewing or being in possession of any form of pornographic material	AD	ISS and referral to counselor	OSS and referral to counselor
Violation of Acceptable Use Policy	Please see Handbook section labeled Acceptable Use Policy.		
Any unlisted offense to be decided by an administrator	Will be determined according to the severity of the offense.		
Any other infraction that may be determined by NJ School Law to be grounds for suspension or expulsion.	Will be determined according to the severity of the offense.		

**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 2:22 to 3:50 pm.

**Lunch Detention**

Lunch Detention assigned by a Vice Principal will be held Monday through Friday during Unit Lunch. Students are expected to report directly to the designated classroom where they will be supervised by a teacher. Students will be provided the opportunity to eat lunch.

**Saturday Detention**

Saturday Detention assigned by a Vice Principal will be held once a month on Saturday morning from 8-11 am. Students are expected to report directly to the designated classroom where they will be supervised by a teacher. Students arriving late or not attending an assigned Saturday Detention will face additional disciplinary consequences up to In School Suspension (ISS).

**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/cell phone or electronic device use will be permitted. Detention

takes precedence 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, newspapers, magazines, or books that are not required resources for the completion of assignments. The use of personal music players is prohibited. Students are permitted to use computers if it is necessary for the completion of assignments and a school issued Chromebook will be provided. Students are permitted to use the restroom with teacher approval and eat lunch during unit lunch 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 student must be accompanied by their parent/guardian for a readmission meeting with a Vice Principal on the day the student is expected to return to school.

**NOTE: The consequences may vary based on the severity of the infraction and the behavior pattern of the individual student. Students who accumulate multiple ISS/OSS will be subject to administrative review of discipline records. Such a review may result in the loss of student privileges such as dances, prom, trips, and various other school-sponsored events.**

## **STUDENT DRIVER EXPECTATIONS**

In order to ensure the safety and well-being of all MHS students, staff, and Montgomery residents, there are certain expectations we have of you as student drivers. If you choose to adhere to these expectations, you will enjoy the freedom that comes with driving to school.

1. **Students are expected to park in their assigned numbered parking space only.**
2. Students are expected to have their parking hang tag displayed in the rearview mirror at all times.
3. Students are expected to drive safely **AT ALL TIMES**. The speed limit on campus is set at **10 MPH**.
4. Student drivers are expected to remain on campus **AT ALL TIMES** during the school day.
  - **Special permission MUST be granted by administration if a student driver wishes to leave campus for any reason.**
5. Student drivers are expected to **NOT** sell or give their hang tag to another student for any reason.

Your parking privilege may be revoked for the following reasons:

1. Being suspended twice in one school year
2. Leaving school grounds without permission
3. Reckless driving and/or speeding on school grounds

4. Excessive parking violations
5. Excessive disciplinary referrals
6. Giving or selling your hang tag to another student
7. Excessive unexcused absences or tardies
8. Failure to report an accident on school grounds
9. Other serious infractions as determined by MHS administration

### **DRUG AND ALCOHOL ABUSE**

As per **Policy 5530** and **Regulation 5530**, 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, 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.

**Suspected of Being Under the Influence of Harmful Substances** When a professional staff member has reason to believe a student has used or maybe 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.

**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**

Students have the right to meet with the Vice Principal to explain the circumstances of their infraction before consequences are issued.

## **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 SmartPhone, MacBook, 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 or weapons of any kind.
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 school’s 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 website 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 agreeing to the photo release form located on the Genesis portal 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 website. 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, photos or images, 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.*