MONTCLAIR HIGH SCHOOL

100 Chestnut Street, Montclair, NJ 07042
973-509-4100

STUDENT HANDBOOK
2018-2019

This school planner belongs to:

Name: _____

Phone:_____

E-mail: _____

Grade: _____ **Homeroom:** _____

Website: mhs.mpsdnj.us

Welcome

Welcome and welcome back to Montclair High School. The administration and faculty wish you success as you pursue the opportunities offered this new school year.

It is important for you to read the student handbook and share its contents with your parents. The Montclair High School (MHS) student handbook is designed to let you know our expectations and to familiarize you with policies and procedures. Please review the programs, activities and schedules within the handbook, as it is our hope that you will take advantage of all MHS has to offer.

A sense of pride in yourself and your school is essential for MHS to continue to be a world-class school. Successful people take pride in their education, recognize their self-worth, and know when the support of others is beneficial in reaching their full potential. Please feel free to ask for the help of secretaries, teachers, counselors and administrators who are all here to assist you in achieving success at Montclair High School.

MHS Principal

Assistant Principals

Eileen P. Gilbert
Clifton Thompson
Kimberly Westervelt

ALMA MATER

You may sing of other places
Little do we care;
There is one place that is dearer
Here in old Montclair.

Raise the chorus, speed it on-ward
Sing with praises fair;
Hail to thee, our Alma Mater
Hail, all hail, Montclair

TABLE OF CONTENTS

Academic Grading Calendar ..... page 7
Administrative & School Counseling Staff .... page 2
After School Detention ..... page 29
Announcements ..... page 41
Assemblies ..... page 41
Athletic Code of Conduct Form ..... pages 22-24
Athletic Participation ..... page 22
Athletic Teams ..... page 21
Auditing Courses ..... page 15
Awards/Service Awards ..... page 39
Awards Self Nomination Form *(Sample)* ..... page 40
Bell Schedule ..... page 4
Cafeteria Rules ..... page 43
Calendar ..... page 3
Class Rank ..... page 16
Clubs & Extracurricular Activities ..... page 37
Career Internship Program ..... page 19
Codes of Conduct Chart ..... pages 31-36
Codes of Conduct ..... page 30
College Application Policy ..... page 20
Computer Usage and Policies ..... page 25
Contracting for Honors ..... page 15
Course Level Changes ..... page 15
Credits for College Course Work ..... page 19
Department Test Days ..... page 17
Delayed Opening ..... page 42
Disciplinary Consequences ..... page 29
Discipline Policy ..... page 26
Distribution of Literature ..... page 28
Dress Code ..... page 28
Drug and Alcohol Policy ..... page 27
Electronic Devices ..... page 25
Eligibility *(Academic/Athletic)* ..... page 22
Emergency Procedures ..... pages 11-13
Exchange Programs ..... page 19
Excused Absences ..... page 10
Fee Waivers ..... page 20
Field Trips ..... page 43
Gateway to College Program ..... page 19
Genesis ..... page 14
Grading ..... page 13
Grading/Grade Disputes ..... page 17
Graduation Requirements ..... page 13
Hall Pass Forms ..... pages 85-86
Harassment, Intimidation, Bullying or Cyber bullying ..... page 27
In-School Suspension ..... page 29
Inappropriate Use of Cell Phone ..... page 26
Incomplete as a Grade ..... page 16
Independent Study ..... page 16
Interim Reports ..... page 14
Late Arrival & Early Dismissal ..... page 10
Lost and Found ..... page 42
Making Up Assignments ..... page 10
MHS Departments *(Academic/Support)* ..... page 1
On-Line Course Policy ..... page 19
Out-of-School Suspension ..... page 30
Photo Identification Policy ..... page 41
Plagiarism ..... pages 17-18
Pupil Release ..... page 10
Report Cards ..... page 14
Schedule Change Procedures ..... page 14
School Attendance ..... page 8
Student Expectations ..... page 1
Search and Seizure ..... page 28
Selective Service Registration ..... page 44
Sexual Harassment ..... page 26
Smoking Policy ..... page 28
Snow Days ..... page 42
Student Government ..... page 38
Student Medication Policy ..... page 43
Student Google Accounts ..... pages 25
Summer School ..... page 18
Symbolic Speech ..... page 29
Tardiness to Class ..... page 8
Tardy to School ..... page 11
Testing Calendars ..... pages 5-7
Textbooks ..... page 18
Transfer Course/Credit Policy ..... page 18
Truancy ..... page 9
Unexcused Absences/Cutting ..... page 9
Visitors ..... page 41
Weapons/Dangerous Instruments ..... page 27
Weekly Planner ..... pages 45-84
Withdrawal from Courses ..... pages 14-15

MHS Student Expectations

◈ Students will attend class daily prepared to learn.

◈ Students will respect their fellow students, staff, and the school community.

◈ Students will make a positive contribution to the school culture and climate.

MHS DEPARTMENTS

Athletics	973-509-4102
Business/Technology	973-509-4100 ext. 4002
Child Study Team/Special Education	973-509-4100 ext. 4075
English	973-509-4100 ext. 4001
Guidance/School Counseling	973-509-4100 ext. 4118
Mathematics	973-509-4100 ext. 2615
Nurse's Office (Main Building)	973-509-4096
Nurse's Office (Annex)	973-509-4137
P.E./Family Life/Drivers Education	973-509-4102
Science	973-509-4100 ext. 4001
Social Studies	973-509-4100 ext. 4002
Visual & Performing Arts	973-509-4100 ext. 2615
World Languages	973-509-4100 ext. 4003

MHS ADMINISTRATIVE AND SCHOOL COUNSELING STAFF

Principal
Main Office……973-509-4100 x 4069

TEAM I
Kimberly Westervelt, Assistant Principal

Serves both administrative and guidance needs of students in grades 10-12
10th Grade Last Name A to Feltens
11th Grade Last Name A to Fanelli
12th Grade Last Name A to Elisee

Team I Office……973-509-4001
Guidance Counselors: Lauren Csuka – Hugh Witter

TEAM II
Clifton Thompson, Assistant Principal

Serves both administrative and guidance needs of students in grades 10-12
10th Grade Last Name Fine to Petroff
11th Grade Last Name Farjani to Polaner
12th Grade Last Name Emanuelli to Remy

Team II Office……973-509-4002
Guidance Counselors: Teressa Furr –Siobhan Meyer – Allen Regar

TEAM III
Assistant Principal

Serves both administrative and guidance needs of students in grades 10-12
10th Grade Last Name Phariss to Z
11th Grade Last Name Polen to Z
12th Grade Last Name Restrick to Z

Team III Office……973-509-4003
Guidance Counselors: Raissa Maynard – Shirley Sharples

TEAM IV
Eileen P. Gilbert, Assistant Principal

Serves both administrative and guidance needs of all 9th graders

Team IV Office (Annex)……973-509-4004
Guidance Counselors: Chanda Fields **–** Tracie Morrison

ATHLETIC AND STUDENT ACTIVITIES OFFICE
Patrick Scarpello, Director of Athletics and Student Activities
Athletic Office……973-509-4100 Ext. 4102

GUIDANCE CENTER
Dustin Bayer, Director of Guidance
Guidance Center Office……973-509-4100 Ext. 4118

STUDENT ASSISTANCE COUNSELORS
Jamie Doshi (Teams III and IV)……973-509-4100 Ext. 5135
Arthur Settembrino (Teams I and II) ……973-509-4100 Ext. 4783

CHILD STUDY TEAM/SPECIAL EDUCATION……973-509-4100 Ext. 4075
Shivoyne Trim, Supervisor of Special Education

SCHOOL CALENDAR 2018-2019

September	3	Monday, Labor Day, **District Closed**
	4	Tuesday, Staff Workshops
	5	Wednesday, Staff in buildings
	6	Thursday, First Day of School for Students
	10	Monday, Rosh Hashanah, **District Closed**
	19	Wednesday, Yom Kippur, **District Closed**
October	8	Monday, Staff Professional Development, **Schools closed for Students**
November	8-9	Thursday & Friday, N.J.E.A. Convention, **District Closed**
	21	Wednesday, **District Closed after abbreviated day**
	22-23	Thursday & Friday, Thanksgiving, **District Closed**
December	5	Wednesday, Evening Parent Conferences, **Schools Closed after abbreviated day**
	6	Thursday, Afternoon Parent Conferences, **Schools Closed after abbreviated day**
	7	Friday, Afternoon Parent Conferences, **Schools Closed after abbreviated day**
	21	Friday, **District Closed after abbreviated day**
	24-25	Monday & Tuesday, Christmas holiday, **District Closed**
	26-31	Wednesday – Monday, Winter Recess, **Schools Closed**
January	1	Tuesday, **District Closed**
	2	Wednesday, **District Reopens**
	21	Monday, Dr. Martin Luther King, Jr. Day, **District Closed**
	22	Tuesday, Staff Professional Development, **Schools Closed for Students**
	???	Wednesday - Tuesday, Mid-Term/Final Exams
February	18	Monday, President's Day, **District Closed**
March	1	Friday, Staff Professional Development, **Schools Closed for Students**
	28	Thursday, Evening Parent Conferences, **Schools Closed after abbreviated day**
	29	Friday Afternoon Parent Conferences, **Schools Closed after abbreviated day**
April	19	Friday, Good Friday, **District Closed**
	22-26	Monday – Friday, Spring recess, **Schools Closed**
May	6-17	Advanced Placement Testing
	24-27	Friday & Monday, Memorial Day Weekend, **District Closed**
June	8-14	Grade 12 Final Exams
	13-19	Grades 9-11 Final Exams
	24	Monday, **Abbreviated day for students**
	25	Tuesday, Last day of school for students, **Schools Closed after abbreviated day** **Graduation Day!**
	26	Wednesday, Staff Professional Development, Last day for staff

MONTCLAIR HIGH SCHOOL—BELL SCHEDULES

REGULAR	
Period 0	7:06-7:50
1st Bell	7:50
Warning Bell	7:55
Period 1	8:00 - 8:44
Period 2	8:49 - 9:39
Period 3	9:44 - 10:28
Period 4	10:33 - 11:17
Period 5	11:22 - 12:06
Period 6	12:11 - 12:55
Period 7	1:00 - 1:44
Period 8	1:49 - 2:33
Period 9	2:38 - 3:22

SHORT AUXILIARY HOMEROOM	
Period 0	7:06 - 7:50
1st Bell	7:50
Warning Bell	7:55
Period 1	8:00 - 8:43
Homeroom	8:47 - 9:04
Period 2	9:08 - 9:51
Period 3	9:55 - 10:38
Period 4	10:42 - 11:25
Period 5	11:29 - 12:12
Period 6	12:16 - 12:59
Period 7	1:03 - 1:46
Period 8	1:50 - 2:33
Period 9	2:38 - 3:22

HALF-SESSION	
Period 0	7:06 - 7:50
1st Bell	7:50
Warning Bell	7:55
Period 1	8:00 - 8:34
Period 2	8:39 - 9:13
Period 3	9:18 - 9:52
Period 4	9:57 - 10:31
Period 5	10:36 - 11:10
Period 6	11:15 - 11:49
Period 7	11:54 - 12:28
Period 8	12:33 - 1:07

AM HOMEROOM	
Period 0	7:06 - 7:50
1st Bell	7:50
Warning Bell	7:55
Homeroom	8:00 - 8:08
Period 1	8:12 - 8:55
Period 2	8:59 - 9:42
Period 3	9:46 - 10:29
Period 4	10:33 - 11:17
Period 5	11:21 - 12:05
Period 6	12:09 - 12:57
Period 7	1:01 - 1:45
Period 8	1:49 - 2:33
Period 9	2:38 - 3:22

DELAYED OPENING	
Period 0	None
1st Bell	9:50
Warning Bell	9:55
Period 1	10:00 - 10:25
Period 2	10:30 - 11:01
Period 3	11:06 - 11:31
Period 4	11:36 - 12:12
Period 5	12:17 - 12:53
Period 6	12:58 - 1:34
Period 7	1:39 - 2:04
Period 8	2:09 - 2:33
Period 9	None

LONG AUXILIARY/ADVISORY HOMEROOM	
Period 0	7:06 - 7:50
1st Bell	7:50
Warning Bell	7:55
Period 1	8:00 - 8:38
Homeroom	8:42 - 9:39
Period 2	9:43 - 10:21
Period 3	10:25 - 11:03
Period 4	11:07 - 11:45
Period 5	11:49 - 12:27
Period 6	12:31 - 1:09
Period 7	1:13 - 1:51
Period 8	1:55 - 2:33
Period 9	2:38 - 3:22

PEP RALLY – MAIN BUILDING	
Period 0	7:06 - 7:50
1st Bell	7:50
Warning Bell	7:55
Period 1	8:00 - 8:36
Period 2	8:41 - 9:22
Period 3	9:27 - 10:03
Period 4	10:08 - 10:44
Period 5	10:49 - 11:25
Period 6	11:30 - 12:06
Period 7	12:11 - 12:47
Period 8	12:52 - 1:28
PEP RALLY	1:33 - 2:33

AM ASSEMBLY	
Period 0	7:06 - 7:50
1st Bell	7:50
Warning Bell	7:55
Period 1	8:00 - 8:29
Assembly #1 - 9th Grade	8:34 - 9:49
Period 2 – 9th Grade	8:34 - 9:49
Assembly #2 – 10/11/12 Grade	9:54 - 11:09
Period 4	11:14 - 11:43
Period 5	11:48 - 12:17
Period 6	12:22 - 12:51
Period 3	12:55 - 1:24
Period 7	1:29 - 1:58
Period 8	2:03 - 2:33
Period 9	2:38 - 3:22

2018-2019 Test Dates
COLLEGE READINESS Test Dates and Related Deadlines for 2018-2019

MONTCLAIR HIGH SCHOOL CEEB CODE: 310820

SAT (www.collegeboard.org)

2018-19 Test Dates	Test	U.S. Registration Deadlines*	
		U.S. Regular	U.S. Late (a fee applies)
August 25, 2018	SAT & Subject Tests	July 27, 2018	August 7, 2018 *(for mailed registrations)* August 15, 2018 *(for registrations made online or by phone)*
October 6, 2018	SAT & Subject Tests	September 7, 2018	September 18, 2018 *(for mailed registrations)* September 26, 2018 *(for registrations made online or by phone)*
November 3, 2018	SAT & Subject Tests	October 5, 2018	October 16, 2018 *(for mailed registrations)* October 24, 2018 *(for registrations made online or by phone)*
December 1, 2018	SAT & Subject Tests	November 2, 2018	November 13, 2018 *(for mailed registrations)* November 20, 2018 *(for registrations made online or by phone)*
March 9, 2019	SAT only	February 8, 2019	February 19, 2019 *(for mailed registrations)* February 27, 2019 *(for registrations made online or by phone)*
May 4, 2019	SAT & Subject Tests	April 5, 2019	April 16, 2019 *(for mailed registrations)* April 24, 2019 *(for registrations made online or by phone)*
June 1, 2019	SAT & Subject Tests	May 3, 2019	May 14, 2019 *(for mailed registrations)* May 22, 2019 *(for registrations made online or by phone)*

Important Information for All Test-Takers

- U.S. deadlines apply to students testing in the United States and U.S. territories
- U.S. registration materials that are mailed must be postmarked by the U.S. deadlines. The deadlines expire at midnight, Eastern Time.
- On March 10th only the SAT is offered.
- Sunday administrations usually occur the day after each Saturday test date, for students who cannot test on Saturday due to religious observance.
- The Language with Listening Tests are offered only in November.

Registering Late

If you are testing in the Teamed States, U.S. territories, or U.S. commonwealths and you miss the registration deadline, you still have time to submit a registration, but **you must pay a late fee**.

PSAT/NMSQT and ADVANCED PLACEMENT

No Registration Required for PSAT.
AP Test Registration will begin in February, 2019

Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT®)	Advanced Placement Program (AP®) Examinations
2018 Test Dates	*2019 Exam Dates*
October 10, 2018 (Wednesday)	May 6-10, 2019
October 13, 2018 (Saturday)	May 13-17, 2019

ACT (www.actstudent.org)

MONTCLAIR HIGH SCHOOL CEEB CODE: 310820

ACT Test Dates 2018-2019		
Test Date	Regular Registration Postmark Deadline (regular fee)	Late Registration Period (regular fee plus late fee)
September 8, 2018	August 10, 2018	August 11-26, 2018
October 27, 2018	September 28, 2018	September 29-October 14, 2018
December 8, 2018	November 2, 2018	November 3-19, 2018
February 9, 2019*	January 11, 2019	January 12-18, 2019
April 13, 2019	March 8, 2019	March 9-25, 2019
June 8, 2019	May 3, 2019	May 4-20, 2019
July 13, 2019	June 14, 2019	June 15-24, 2019

*No Test centers are scheduled in New York for the February and July test dates.

MONTCLAIR PUBLIC SCHOOLS
Tentative TESTING SCHEDULE 2018-2019

Grade	Test(s)	Testing Dates (Make-up)
9-12	PARCC – Computer Based Testing *(Students who are in grades 9-11 for ELA and students who are enrolled in Algebra I, Geometry, and Algebra II courses.)* PARCC Fall Block	April 8, 2019 – May 28, 2019 December 11, 2018 – December 19, 2018
12	PARCC Portfolio Appeals	October 3, 2018 – May 10, 2019
10 & 11	PSAT	October 10, 2018
10-12	AP Testing	May 6-17, 2019
9-12	New Jersey Student Learning Assessment for Science	May 6 – June 7, 2019

We encourage each of you to take testing seriously; the results could affect your ability to obtain a New Jersey diploma. Please refer to the Program Planning Guide for State Assessment Graduation Requirements.

2018-2019 MHS ACADEMIC GRADING CALENDAR

	Semester 1		Semester 2	
	Quarter 1	**Quarter 2**	**Quarter 3**	**Quarter 4**
Quarter Begins	Thursday, September 6, 2018	Thursday, November 15, 2018	Friday, February 1, 2019	Wednesday, April 10, 2019
Interim Reporting Ends	Thursday, October 11, 2018	Tuesday, December 18, 2018	Thursday, March 7, 2019	Friday, May 17, 2019
Interim Grades Due by 11:59 pm	Monday, October 15, 2018	Thursday, December 20, 2018	Monday, March 11, 2019	Tuesday, May 21, 2019
Interim Reports Posted in Genesis	Wednesday, October 17, 2018	Friday, December 21, 2018	Wednesday, March 13, 2019	Thursday, May 23, 2019
Quarter Ends	Wednesday, November 14, 2018	Thursday, January 31, 2019	Tuesday, April 9, 2019	Tuesday, June 25, 2019
Teachers Grades Due by 11:59 pm	Friday, November 16, 2018	Monday, February 4, 2019	Thursday, April 11, 2019	*(Grade 12)* Friday, June 14, 2019 *(Grade 9 – 11)* Friday, June 21, 2019
Report Cards Posted to Genesis	Tuesday, November 20, 2018	Wednesday, February 6, 2019	Monday, April 15, 2019	Tuesday, June 25, 2019
Exam Schedule		Last Day of New Instruction: Wednesday January 23, 2019 Midterm Review Thursday January 24, 2019 **Midterm Exams** January 25-30, 2019 Last Day of Quarter 2: January 31, 2019		Final Exam Review Grade 12: June 12, 2019 Grade 9-11: June 14, 2019 **Final Exams** Grade 12: June 13-18, 2019 Grades 9-11: June 17-21, 2019

SCHOOL ATTENDANCE

In order for the Board of Education to fulfill its responsibility of providing a thorough and efficient education for each pupil, the complete cooperation of parents/caregivers and pupils is required to maintain appropriate school attendance.

The frequent absence of a pupil from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of that pupil to complete the prescribed curriculum requirements successfully.

A pupil must not be absent more than 8 days per semester in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.

If a student has been absent three (3) or more days s/he/they must be cleared by the nurse or the team office for reentry to school.

A waiver of these attendance requirements may be granted for good cause by the school administration.

In recommending the granting of a waiver of this attendance requirement, a review of the nature and causes of all absences rather than only those in excess of the 8 days per semester. Documentation of the nature and causes of these absences shall be the responsibility of the pupil and parent/caregiver.

If a student is to be absent from school, parents/caregivers should call the high school attendance line.

A written note explaining the absence and signed by a parent/caregiver must be presented to the Main Office.

Attendance Regulations

The chief school administrator shall develop procedures for the attendance of pupils which:

A. Ensure a school session which is in conformity with requirements of the rules of the state board;
B. Identify potentially missing and/or abused pupils;
C. Govern the keeping of attendance records in accordance with rules of the state board, including pupils serving in or out-of-school suspensions, or excluded for health and cleanliness reasons;
D. Impose on truant pupils such disciplinary measures as may be appropriate for infractions of school regulations, but no such penalty may have an irredeemable negative effect on the pupil's record of achievement beyond that which naturally follows his/her absence from school activities;
E. Identify the habitual truant, investigate the causes of his/her behavior, and consider modification of his/her educational program to meet his/her particular needs and interests;
F. Address tardiness and class cutting in terms of the intent of this policy;
G. Ensure that pupils absent for any reason have an opportunity to make up work they missed;
H. Recognize exemplary attendance.

Approved: June 27, 1988, April 23, 2007
Revised: September 2018

To access the full text of the Attendance Policy, N.J.S.A. and, N.J.A.C. references please go to www.montclair.k12.nj.us

Unexcused Absences – Career Internship Program

Attendance eligibility for participation in the Career Internship Program (CIP) as of May 10, 2019 are:

14 or less absences in a Full Year course
7 or less absences in a Semester course
3 or less absences in a Quarter course
Study Hall attendance is required

Tardiness to Class—Periods 2 through 8 only

Promptness is a requisite to learning. A student who is late to class misses essential portions of the instructional program and creates disruption in the academic process.

1st Occurrence	20 min. Teacher Detention
2nd Occurrence	20 min. Teacher Detention/Phone Call home
3rd – 6th Occurrence	Meeting with SAC/Guidance/Assignment to ASD
7th Occurrence	Parent Conference

A student tardy to class greater than 5 minutes must report to the nearest team office where they will receive a pass to class and be assigned an after school detention.

A student without a legitimate note to enter class should report to a Team Office where s/he/they will be assigned a detention for cutting.

A student who cuts class is assigned a zero for all work missed including tests and quizzes and will <u>not</u> have the opportunity to make up the work. These zeros can have serious negative effects on the grade in a course.

Truancy

The Board of Education will report to appropriate authorities, infractions of the law regarding the attendance of a student under the age of 16. Repeated infractions by an enrolled student 16 years of age or older may result in the suspension or expulsion of the student.

It shall be the policy of the Board to consider the effectiveness and appropriateness of the educational program that is offered each student who is habitually and repeatedly absent from their assigned program and to consult with the child study team for recommendations.

Unexcused Absences

For policy and regulatory information regarding Attendance, Tardiness, and Truancy, please reference the Montclair Board of Education, Policy & Regulation – Attendance (M) (P-5200 & R-5200).

Cutting

All confirmed cuts for a student in Grades 9-12 will be referred to the Assistant Principal.

1st Occurrence: **40 min. After School Central Detention**
2nd Occurrence: **40 min. ASD and meeting with S.A.C./Guidance Counselor and Parent Contact**
3rd Occurrence: **1 Day In-School Suspension/Parent Contact**
4th Occurrence: **2 Day In-School Suspension/Parent Contact**
5th Occurrence: **Intervention and Referral Services Meeting Required with Parent**

A student who receives no credit for a course should attend summer school at the expense of the parent/caregiver. Failure to do so may result in a delay of graduation.

Excused Absences

The Board of Education considers the following as cause for excused absence that do not count towards the 16 absences for a full year course, 8 absences for a semester course or 4 absences for a quarter course:

A. Disabling illness (please contact the School Nurse)
B. Recovery from accident
C. Required court appearance/attendance
D. Death in the immediate family
E. Religious observance in accordance with statute, no pupil absent for religious observance of a day recognized by the commissioner of education or this board of education shall be charged with an unexcused absence, deprived of an award or eligibility/opportunity to compete for an award, or of the right to take an alternate to a test or examination missed through such absence.
F. In-School Suspension
G. Out-of-School Suspension
H. School-sponsored activity (Field Trip, Athletic Trip, etc.)
I. Assigned Home Instruction
J. Such good cause as may be acceptable to the principal

Attendance need not always be within the school facilities. A pupil will be considered to be in attendance if he/she/they is present at any place where school is in session by authority of the board. The Board of Education shall consider each pupil assigned to a program of independent study, with parent/caregiver permission, to be in regular attendance for that program, provided that he/she/they is under the guidance of a staff member so assigned, reports daily or weekly, as prescribed, to such staff member the place in which he/she/they is conducting his/her/their study, and regularly demonstrates progress toward the objectives of his/her/their course of study.

Please contact the nursing staff as soon as possible if there is a chronic illness or medical disability.

Administrative approval must be obtained in advance for extenuating circumstances upon consideration of the student's attendance and academic record.

Making up Assignments

Scheduling the completion of assignments following each absence is the **responsibility of the student**. A student must meet with his/her/their teachers to coordinate this effort.

Here are some guidelines that the teachers may use when supported by appropriate documentation:

Days Absent	Make-up Deadline
1-3	**5 days**
4-6	**10 days**
7 + days	**Arrangements with teacher and/or guidance counselor and/or administrator**

Regular Release of Pupils Before the End of the Normal School Day

There are varying situations that may justify release of a certain pupil from school before the normal time for closing. Such situations are justifiable only if the release does not jeopardize the pupil's educational program and the reasons for such release can be shown to have positive benefits for the pupil.

Late Arrival and Early Dismissal

The board recognizes that from time to time compelling circumstances will require that a pupil be late to school or dismissed before the end of the school day.

A student arriving **after** 8:00am due to any of the examples below must report directly to the Main Office in the Main Building or the Main Office in the George Inness Annex.

A student arriving with an excused tardy (legal documentation **other** than a parent note) should report to the Main Office in the Main Building or the Main Office in the George Inness Annex. Please refer to Excused Absences for non-cumulative tardy excuses.

If no documentation is presented, the student will be considered tardy and assigned consequences as below.

If a student must leave school before the conclusion of the school day, the student must sign out in the Main Office or Main Office in the George Inness Annex. A note from parent/caregiver for early dismissal is necessary. (State law requires a minimum of four hours of attendance to be considered present for the day). It is an established procedure, by school policy, that a student absent from school for the entire day will not be allowed to participate in extra-curricular activities, athletic practices or competitions, and work experience programs on the same day.

Students are **not permitted** to leave school without being officially signed out by the Nurse, the Main Office or the Team Administrator. It is the student's responsibility to give the sign-out slip to his/her/their teachers (to avoid receiving a cut slip). A student leaving school without signing out will be considered truant; this will result in a cut from the particular class(es) missed.

Some examples of reasons for Late Arrivals and/or Early Dismissals may be:

A. Medical or dental appointments which cannot be scheduled outside of school hours;
B. Medical disability;
C. Motor vehicle driver's test;
D. Interview for college entrance or employment;
E. Family emergency;
F. Court appearance;
G. Such good cause as may be acceptable to the administration.

Tardy to School

A student arriving tardy to School after 8:00am, must report directly to Main Office in the Main Building or the Main Office of the George Inness Annex to obtain a pass to class.

Please note the following consequences:

1st-5th Occurrence:	**Incidental Tardiness**
6th-10th Occurrence:	**40 Minute ASD**
11th Occurrence:	**1 day In-School Suspension**
12th & Above:	**May result in Out of School Suspension**

EMERGENCY PROCEDURES:

In order to ensure that you, the student, remain safe in our buildings throughout the year we practice the following: **Fire Drills, Non-Fire Emergency Drills and Lockdown Drills**. **FAILURE TO FOLLOW INSTRUCTIONS DURING ANY OF THESE DRILLS WILL RESULT IN DISCIPLINARY ACTION (1-3 days In-School Suspension/Parent/Caregiver notification).**

Evacuation Drills:

1. **Fire Drills** are practiced to make certain that you are prepared in case of a Fire Emergency. An alarm will sound alerting you to begin evacuating the building in an orderly manner. Egress signs are posted in each classroom that provide directions as to how you are to vacate the building. Please listen to the security guards if they give directions for an alternate route to leave the building. Follow the directions given to you by your teacher. DO NOT LEAVE YOUR CLASS DURING THE FIRE DRILL. IT WILL RESULT IN DISCIPLANARY ACTION. You are to return with your teacher back to your classroom after the fire drill is over as periods may be adjusted.

2. **Non-Fire Emergency Drills** are practiced in the event we have to evacuate the building for any non-fire emergencies (e.g., gas leak). You will hear the following announcement: **"Attention staff and students, this is a non-fire emergency. Please evacuate the building."** Egress signs are posted in all classrooms indicating directions for exiting the building. Please listen to your teachers and or/security guards if they are giving you an alternate route to exit the building. Follow the directions given to you by your teacher. ONCE OUTSIDE, DO NOT LEAVE THE VICINITY OF YOUR CLASS DURING THE FIRE DRILL; IT WILL RESULT IN DISCIPLINARY ACTION. You are to return with your teacher back to your classroom after the fire drill. Please note that there may be a need for a period adjustment.

3. **Lockdown Drills:**

Lockdown Drills are practiced in order to be ready in case of an Active Shooter, Lockdown or Shelter in Place emergency. You will hear one of the following announcements: **"Attention all faculty and staff, attention all faculty and staff. Lockdown-Active Shooter." or "Attention all faculty and staff, attention all faculty and staff. Lockdown." Or "Attention all faculty and staff, attention all faculty and staff. Lockdown-Shelter in Place."** When you hear the announcement you **MUST** follow your teacher's instructions.

Active Shooter

An Active Shooter or armed assault on school grounds involves one or more individuals' intent on causing physical harm to students and staff. Intruders may possess "weapons" which include but are not limited to: gun(s); assault rifle(s); explosives(s); knife(s) including all other edged weapons; or other harmful devices. In an active shooter situation one or more subjects who are believed to be armed/has used/has threatened to use a weapon to inflict series bodily injury or death on other person(s) and/or continues to do so while having unrestricted access to additional victims; their prior actions have demonstrated their intent to continuously harm others; and, their overriding objective appears to be that of mass injury and murder.

Your classroom door will be locked, you will remain calm and quiet, you will position yourself on the floor in a sitting or crouching position staying away from all windows and doors. All cell phones should be turned off and all teacher instructions should be followed.
You will hear the following announcement: "Attention all faculty and staff. Attention all faculty and staff. Lockdown-Active Shooter."

After the drill is over you will hear the following announcement:
"Attention all faculty and staff. Attention all faculty and staff. Active Shooter All Clear."

Lockdown

A Lockdown involves occupants of a school building being directed to remain confined to a room or area within a building with specific procedures to follow, such as locking doors, closing or opening windows and shades and, seeking cover. A Lockdown may be the appropriate response when a dangerous person(s) is believed to be on or near the premises and school administrators are taking these measures to minimize risk that the occupants will be exposed to danger. Lockdowns necessitate a law enforcement response and immediate intervention.

Your classroom door should be locked; students should remain in the classroom.
If you find yourself outside of the building and receive an alert from the Montclair Emergency Alert system of a Lockdown and are in a safe place remain where you are.
For students who are off site, return to the high school only when the Montclair Emergency Alert System sends a signal for ALL CLEAR.
If you receive Montclair Emergency Alert Systems of a Lockdown and you are in close proximity to the building and a safe route exists return to the building immediately.

All class changes are suspended until an ALL CLEAR signal is given.
You will hear the following announcement: "Attention all faculty and staff. Attention all faculty and staff. Lockdown."

After the drill is over you will hear the following announcement:
"Attention all faculty and staff. Attention all faculty and staff. Lockdown-All Clear."

Shelter-in-Place

Sheltering-in-Place is similar to a lockdown in that the occupants are to remain on the premises; however, occupants may be moved to another part of the building to minimize risk of exposure to a dangerous event taking place outside of the building. For example, if there is a release of a chemical cloud from a nearby plant, to evacuate the occupants may put them at greater risk then sheltering them within the building.

Shelter-In-Place will mean that you can move about in the classroom but will **NOT** be able to leave the classroom.

You will hear the following announcement: "Attention all faculty and staff. Attention all faculty and staff Shelter-In-Place."

After the drill is over you will hear the following announcement: **"Attention all faculty and staff. Attention all faculty and staff. Shelter-In-Place All Clear."**

These drills can be done during any time during the academic day and are necessary to ensure your safety. YOU ARE TO TAKE THEM SERIOUSLY.

MONTCLAIR HIGH SCHOOL POLICIES

Grading

All students are reminded that courses must be completed if a passing grade is to be given. Remember that your grade is a reflection of your personal efforts in the areas of classroom participation; homework completion; and test, quiz, and exam performance. The goal is that you maintain high standards and challenge yourself to acquire new skills and competencies.

All students are expected to adhere to the high standards and expectations for honesty and integrity in their work. Cheating, lying, stealing, plagiarizing, or engaging in any behaviors that are in violation of the acceptable norms of appropriate character will not be tolerated. We encourage each student to support this code of behavior for the school and the general society.

The Board of Education encourages the certified staff, under the direction of the superintendent, to employ a comprehensive approach to the use of appraisal and evaluative techniques in monitoring pupil progress, including, but not limited to, mandated state and federal tests, recognized standardized achievement testing programs, written and oral teacher-made tests, performance observation, parental or guardian interview, formal and informal evaluation techniques, use of cumulative pupil records, and medical examinations. A pupil is expected to participate in all tests, including district-administered tests, unless otherwise prohibited by the pupil's Individual Education Plan (IEP).

MHS Graduation Requirements

General education courses should be the foundation of your high school program. The State of New Jersey sets basic requirements for high school graduation. However, a more strenuous year-by-year course load will prepare students to meet entrance requirements of most colleges. College entrance requirements differ from one institution to the next, and it is important to ask your guidance counselor for specific requirements of colleges or programs that interest you.

The State of New Jersey Graduation Requirements are as follows:

Earn at least 120 credits (MHS requires 122 credits)

20 credits of Language Arts Literacy; courses listed in the Program Planning Guide under Language Arts Literacy

15 credits of Mathematics; courses listed in the program Planning Guide under Mathematics (including Algebra I and Geometry)

15 credits of Social Studies; 10 credits in U.S. History and 5 credits in World History

15 credits of Science; credit must include Biology, an additional lab science including Chemistry, Environmental Science, or Physics; and a third lab/inquiry-based science course

5 credits of World Languages or demonstrated proficiency through testing

2.5 credits of Financial Literacy; *see Appendix B of the Program Planning Guide for a list of courses*

3.75 credits per year of health, safety, and physical education during each year of enrollment, distributed as 150 minutes per week, as required by N.J.S.A. 18A:35-5, 7 and 8

5 credits in the Visual and Performing Arts

5 credits in 21st Century Life and Careers, or Career-Technical Education; *see Appendix A of the Program Planning Guide*

Meet the State Assessment Graduation Requirements – *See Appendix C of the Program Planning Guide*

All graduation requirements (courses, credits, and state assessments) must be met in order to participate in the graduation ceremony at the end of the school year.

Genesis

Genesis is our School Information System. Through Genesis, families will be able to view student progress and attendance and maintain enhanced communication with the school. To access Genesis, you will need to go to the Montclair Public Schools website (www.montclair.k12.nj.us) and scroll down the page until you see Genesis access on the left of the page.

Report Cards

Report cards will be posted to a student's portfolio in Genesis four times during the school year at approximately nine-week intervals. The report card is the basic indicator to the parent/caregiver of a student's achievement and attendance in his/her/their course work. Report cards are also available by hard copy from the team offices. It is **not** necessary for the report card to be signed by the parent/caregiver and returned to school.

Letter grades shall appear on the report card with the following definitions:

A = 90 – 100
B = 80 - 89
C = 70 – 79
D = 60 - 69
F = 0 - 59

I = Incomplete
EE = Exempt from Midterm or Final Exam
AU = Audit
NC = No Credit
WP = Withdraw Passing
WF = Withdraw Failing
P = Passing
M = Medical

* Please note that each Marking Period will account for 22.5% of the final grade for students. The Mid-Term Exam will account for 5% of the Final Grade and the Final Exam 5% of the grade.

Interim Reports

Interim reports will be posted to a student's portfolio in Genesis four times during the school year at the midpoint of each quarter. Parents are encouraged in general to contact counselors and teachers as needed, but particularly when an interim report is posted.

Schedule Change Procedures

Other than errors and omissions, schedule changes will not be permitted during the first two weeks of school. Students requesting changes are encouraged to submit Schedule Change Forms to their counselor starting Thursday, September 20, 2018. Beginning **Friday, September 21, 2018** counselors will begin processing schedule changes in the order in which they were received. All Schedule Change Forms must be submitted by **Thursday, September 27, 2018**. Requests for changes after **Thursday, September 27, 2018** will not be honored.

A student must first obtain a Schedule Change Request form from his or her team office, which must be signed by the parent and returned to the team office.

The student brings the form to the team office and **drops it off** with their counselor.

If the change is approved, the student will be notified by his or her counselor and given a new schedule. The student must continue to follow his or her original schedule until s/he has been notified.

Withdrawal from Courses

Any student intending to withdraw from a <u>full-year course</u> must do so according to the following guidelines:

The withdrawal must be done by the end of the first semester (**Thursday, January 24, 2019)** in order for the course to be removed from the transcript. In addition, no credit will be given for the course and it will not be calculated in the GPA

If the withdrawal is done during the third quarter (**February 1 – April 9, 2019**) a grade of "WP" (withdraw passing) or "WF" (withdraw failing) will be recorded on the transcript to reflect the student's status at the time of withdrawal. No credit will be given for a "WP" or a "WF".

No student may withdraw from a course after the fourth quarter begins **(Monday, April 10, 2019)**. Any withdrawal from a course after the beginning of the fourth quarter will be recorded as a failure.

Any student intending to withdraw from a <u>half-year</u> course must do so according to the following guidelines:

1. The withdrawal must be done by the end of the first quarter (**Wednesday, November 14, 2018**) in order for there to be no grade of record. In addition, no credit will be given and it will not be calculated in the GPA

2. If the withdrawal is done during the first half of the 2nd quarter (**Thursday, November 15, 2018 – Tuesday, December 19, 2018**) a grade of "WP" (withdrawn passing) or "WF" (withdrawn failing) will be recorded on the transcript to reflect the student's status at the time of withdrawal. No credit will be given, a "WP" will not be calculated in the GPA, but a "WF" will be.

   No student may withdraw from a half-year course after the midpoint of the 2nd quarter for a fall course (**Tuesday, December 18, 2018**) or the midpoint of the 4th quarter for a spring course (**Friday, May 17, 2019**). Any withdrawal after these dates will be recorded as an **F**.

Course Level Changes

A student intending to change levels within the same course, e.g., Honors to Academic Level or Honors to High Honors, must submit a Schedule Change Form to their Counselor before Thursday, **September, 27th, 2018.** Changes will not be made within the first two weeks of the school year.

Contracting for Honors

In certain courses, not offered at the honors level, a student may contract for a higher level. This must be done by **Friday, September 21, 2018.** For all contract courses, the teacher will go over Honors Contract Guidelines during the first day of the course.

On the first day of class, the teacher will hand out the course syllabus and announce Honors Contract Guidelines. Consequences will be explained for instances where contractual obligations are not met. Contracts will be passed out to those students who request them. The student, the parent, and the teacher will sign contracts. All contracts must be completed **no later than Friday, September 21, 2018**.

A copy of each contract will be given to the subject matter assistant principal with a list of those students contracting for Honors credit by the end of school, Friday of the second week of school. The above information will be entered for each student in the computer for the specified course and the new course name will appear as "Honors" on the Report Card. Parents and students are encouraged to check report cards to make sure that this information is reported accurately. No change will be allowed once the contract lists have been submitted. If the contracted course does not appear correctly on the Report Card, it is necessary to notify the Guidance Counselor by the end of the academic year in which the course is taken.

Auditing Courses (*available to seniors only)*

A senior student may elect to audit a full year class. An audited class carries the responsibility of attending class daily and completing all required course work. This option is contingent upon the approval of the parent, teacher, guidance counselor and department assistant principal, enrollment of the class as well as the availability of equipment and instructional materials. An audited class cannot be required for graduation. Only one full year course may be taken for the duration of your 4 years at Montclair High School. Please note that the Course Audit Application form must be completed and approved by the 4th week of class, **Friday, September 28, 2018**. Requests after this date will not be honored. A student may only audit a class if they meet one or more of the following criteria:

- Have received a final grade of D and wish to audit the class in the following year in order to schedule an upper level course in that curriculum.
- Wish to experience an upper level course.

Each application will be evaluated on a case-by-case basis.

Implications of the Audit Option

Under no circumstances can academic credit be given an auditor, nor, can an audited course be converted into a credited course. A student may be dropped from the course at the discretion of the teacher if the terms of the regularly discussed requirements are not adhered to completely.

The effective date of the contract will impact upon whether the student will receive a grade for the quarter. Any senior who has applied to college, and for whom a transcript has been sent, should notify the college of any changes in their senior year course of study. The student will receive a grade of "AU" with zero (0) credits. An audit grade does not impact a student's GPA.

Independent Study

A student who wishes to explore the possibilities of independent study of an approved Montclair High School course must complete an Independent Study Request Form and return it to their guidance counselor.

Independent Study courses will only be approved for courses **currently** offered at Montclair High School. If there is an available class the Independent Study will **not** be approved.

Once the course is approved, the student will sign a written contract available from the guidance counselor along with the teacher and administrator. This contract should clearly define and establish guidelines concerning time, specific instructional task to be completed, teacher supervision and test/exams requirements.

Approval will not be granted until all guidelines and signatures have been obtained and you are in receipt of an approved copy of the Request.

Incomplete As a Grade

If a student's work has not been completed by the close of a quarterly report period because of an **illness or prolonged excused absence**, his/her/their assignments may be **temporarily** evaluated as incomplete.

Noting that the student may have received an Incomplete Grade in several classes both teacher and student should agree upon the terms for completing the work. The form, "Incomplete Grade Contract" will be completed at the time the Incomplete is submitted. Students will have a maximum of two weeks to complete all missing assignments, exceptions to this policy will only occur with permission of the principal. The incomplete grade will **not** be carried beyond two weeks for the Quarter. If the incomplete work has not been completed by the listed dates the Incomplete Grade will become an **F**.

A grade of incomplete will not be given as a final grade in June, except where necessary because of illness or other legitimate reasons for the student's prolonged excused absence.

Class Rank

The grade point average (GPA) and the resultant class rank are computed at the end of the 11th grade and then again at the end of the 12th grade. All subjects are used in determining class rank except courses with a "pass/fail" mark. Students should be aware that the GPA is based upon three years of courses.* The higher the mark and the higher the academic level, the higher the GPA will be. The higher the GPA, the higher the class rank. Class rank will be reported to colleges in 5% groupings, i.e. top 1%, top 5%, top 10%, top 15%, etc.

Class ranking includes only courses taken in grades nine to twelve. Summer school courses taken for remediation will be included in the GPA and class rank. The GPA and Rank are based only on courses taken while a student is enrolled at Montclair High School. Course taken outside of Montclair for enrichment or advancement are not included in the student's GPA/Class Rank.

Students must have at least 1 complete year at Montclair High School to be included in the rank of the Graduating class.

*Transfer student grades are not computed in the GPA. Students must enter prior to the beginning of their junior year to be ranked with the graduating class.

QUALITY POINT INDEX POINT (POINT VALUE) GROUP

Grade	A	B	C	D	F	NC
High Honor/AP	5.0	4.0	3.0	2.0	0	0
Honors	4.5	3.5	2.5	1.5	0	0
Academic	4.0	3.0	2.0	1.0	0	0

Grading/Grade Disputes

All grades will be recorded by the teacher and shared with the student within a reasonable time frame. Graded assignments should be returned to students as per the following guidelines.

Homework, Class work, Quizzes	2 Days
Tests	3-4 Days
Projects	1 Week
Research Papers	2 Weeks

Any dispute over a grade **must be first addressed with the teacher**. If the issue is not resolved, the student may appeal to the Assistant Principal assigned to the Department. If the issue is still not resolved, the student can petition the Principal to render a decision. The decision of the Principal will be **final** and the results of the decision will be shared with all parties involved. Students are welcome to have their parent/caregiver involved at any or all stages of the process.

Department Test Days

(other than midterm and final exams and courses that meet in blocks on the alternate day schedule)

Because of the heavy pressure placed on students having to take four major tests on one day, the following days are designated as tests days for specific departments:

Art	Tuesday
Business Education	Tuesday and Thursday
English	Monday and Wednesday
Foreign Language	Monday and Thursday
Health/Driver Ed.	Monday and Friday
Industrial Arts	Wednesday and Thursday
Mathematics	Wednesday and Friday
Music	Wednesday
Practical Arts	Tuesday and Wednesday
Physical Education	Monday and Friday
Science	Tuesday and Friday*
Social Studies	Tuesday and Thursday

* Lab Assessments can be given on Lab Days

Plagiarism

School policy (P-5131 A) states "Students are expected to be honest, that is, neither to cheat nor plagiarize."

The Little, Brown Compact Handbook offers the following definitions of deliberate and accidental plagiarism and underscores our belief that plagiarism in either form is a serious academic offense.

1. Deliberate Plagiarism

   a) "Copying or downloading a phrase, a sentence, or a longer passage from a source and passing it off as your own by omitting quotation marks and a source citation."
   b) "Summarizing or paraphrasing someone else's ideas without acknowledging your debt in a source citation."
   c) "Handing in as your own work a paper you have bought, copied off the Web, had a friend write, or accepted from a student."

2. Accidental Plagiarism

   a) "Forgetting to place quotation marks around another writer's words."
   b) "Carelessly omitting a source citation for a paraphrase."
   c) "Omitting a source citation for another's idea because you are unaware of the need to acknowledge the idea.

Source: Aaron, Jane E. The Little Brown Compact Handbook. 5th ed. New York: Pearson Longman, 2004.

Montclair High School teachers have at their disposal the ability to require students to submit their papers to www.turnitin.com electronically before submitting the paper copy to their teacher.

Montclair High School teachers consider plagiarism to be a serious academic offense, and they expect you to submit work that represents your own thinking.

All parties to plagiarism are considered equally guilty. If you share your coursework with another student and he/she/they plagiarizes it, you are considered as guilty as the one who has plagiarized your work, since you enabled the plagiarism to take place. Under no circumstances should a student make his or her coursework available to another student unless your teacher gives explicit permission for this to happen.

The following disciplinary actions have been established for students who do submit plagiarized work:

First Offense:	Student receives a "0" for the assignment with no possibility for make-up. Teacher conference with student. Parent/Caregiver notified by teacher. After School Detention assigned.
Second Offense:	Student fails the Quarter. Teacher and guidance counselor meet with student. Parent/Caregiver notified. In-School Suspension Assigned.
Third Offense:	Student receives failure for the course. Parent/Caregiver notified. In-School Suspension Assigned.

Textbooks

Textbooks are the responsibility of the student. Students often forget about books that were not returned in earlier years. You will receive several reminders during your tenure at MHS. However, the issue of books not returned becomes extremely significant when a senior is preparing for graduation. A student who still has outstanding book fines will not receive their graduation tickets. **Textbooks are due to be returned to the teacher on the day of the Final Exam**. If the textbook has been lost the student must reimburse the Team Office with cash or money order made out to Montclair High School. Book fines will be assessed for textbooks that are returned damaged.

Summer School

All remediation courses except World Literature, Algebra I, Global Studies, and Biology must be taken at other New Jersey State Department of Education approved 60-hour summer school programs for a fee. Students must obtain a registration form for the summer school program, all necessary signatures and approvals, and follow all instructions on the registration form.

The grade earned in summer school, as well as the failing grade in the course, will appear on the student's transcript. Both grades will be used in calculating the student's GPA

Courses for advancement must have 120 hours and the approval of the Principal.

Transfer Course and Credit Policy

Students who transfer to Montclair High School will receive credit from their sending school for classes with a grade of "D" or better. New Jersey State and Administrative Code prohibits the awarding of credit for religious courses.

International students who transfer after the sophomore year will not be ranked, but will receive a narrative explanation attached to the transcript. Experience dictates that many international students come to us with multiple science/math courses in one year and it is impossible to dissect these courses into a meaningful evaluation. These situations will be addresses on a case-by-case basis by the Director of Guidance.

There may be occasions when a student transfers at midyear; his/her/their evaluation will be conducted as outlined:

- Grades earned in full-year courses will be evaluated as cited above and include the final grade.
- Courses that are completed as ½ or ¼ year course work will be evaluated on a case-by-case basis.

On-Line Course Policy

1. On-line courses will have grades reported on student transcripts. Students taking these courses will receive credit for graduation but the grades will not affect a student's class rank or grade point average. *Exception: Courses taken as remediation.*

2. Any student wishing to take courses at programs or institutions other than Montclair High School must have prior approval. Documentation including a description of the program, the accreditation of the program and the syllabus of the course proposed must be provided.

3. Students wishing to take on-line courses must complete the External Course Work Form and have it signed by the counselor, the parent and the student. Students must complete this PRIOR to beginning an on-line course.

4. All on-line courses must conform to Montclair Board of Education policy and applicable policies of the New Jersey Department of Education.

Credit for College Course Work

A student may take college course work through various colleges or universities. College course work used to satisfy high school graduation requirements must be approved by the appropriate administrator prior to registration and/or attendance. College course work, unless approved otherwise in advance by the subject area administrator, is computed on the honors level and appears on the transcript as a college course, designating the course name assigned by the college. Credits are awarded as they are designated on the transcript.

Exchange Programs

Students and parents occasionally ask to participate in academic programs outside of Montclair High School. Sometimes the programs are experiential and no credit or transcript designation is requested or required. At other times, the family requests for us to integrate the learning experience elsewhere with our academic program. Some programs are year-long, some are semester-long and others fall during different time periods.

The first step in the process is the completion and submission of a Course Request Form. This will provide information on the name of the program, the contact information for the program and the certification of the program. After the submission of the Course Request Form along with a description of the program, the guidance director will consult with the Assistant Principals in charge of academic instruction. A written response will be given to the parent from the counselor outlining how the academic program will be integrated into the curriculum of the program.

Gateway to College Program

The Gateway to College Program is designed for students 16-20 years old who are at risk of leaving high school without earning a diploma. In partnership with Essex County College, this program allows our students to return to an educational environment to gain a high school diploma while at the same time offering them an opportunity to earn college credit. Students participate in small classes and work with tutors/counselors to support their success. After the first semester, students begin course work toward a chosen field of study to earn their high school diploma while accruing credits toward a certificate or degree program. Students will be required to complete the number of credits and graduation requirements of the District. The Program is designed to help students, create, define and achieve their educational and career goals. Essex County College monitors the instruction to assure the quality and uniformity in accordance with standards established by the State of NJ, the District and the College.

Career Internship Program – 12th Graders

The Career Internship Program (CIP) allows qualifying 12th graders with an opportunity to intern and volunteer with local companies, government or faith-based organizations, schools or other community entities. The career internship is designed to provide a senior with diversified learning experiences that bridges the gap between school and employment or higher education. Each senior will participate in structured and supervised activities on a volunteer basis. It is the student's responsibility to find a reliable, appropriate internship that is career focused and related to their post high school education or training.

Students entering the Career Internship Program will receive it as a course on their schedules and will be graded on CIP as follows:

1. CIP Seminars: Attendance & Participation in the four required CIP seminars.
2. CIP Presentation: Students will provide a 5-10 minute multimedia presentation describing their CIP experience.

CIP will be worth 100 points; it will be equivalent to the district approved grading scale and will be recorded as the final grade. Students will receive 1 credit for CIP.

Eligibility

Students must pre-qualify to receive an application for the Career Internship Program. Students will NOT receive a CIP application unless they meet the following requirements:

- Graduation requirements for programming & credits have been met (122 Credits)
- New Jersey State Assessment requirements
- Satisfactory Academic Standing (Final grade of a C or better by May 17, 2019)
- Satisfactory Discipline Record – Suspensions, Multiple Discipline Infractions, and/or Bullying may cause ineligibility.
- All obligations are met to the Team Office, Athletic Office, Teachers, and Library
- 14 or less absences in a Full Year course by May 17, 2019
- 6 or less absences in a Semester course by May 17, 2019
- 2 or less absences in a Quarter course by May 17, 2019
- Study Hall attendance required

College Application Policy

A student will be allowed transcript requests free of charge. All requests for transcripts must be given to the guidance secretary 10 school days prior to the college application deadline. A family that is eligible and/or receives free or reduced lunch may request up to four college application fee waivers.

Fee Waivers - Guidelines

To be eligible for college application fee waivers a student must have used an SAT or ACT Fee Waiver during the junior or senior year and plan to enter college in the fall of 2019.

An eligible senior or junior may receive only one fee waiver for the SAT or ACT each year.

A college is not obligated to waive its application fee. Check with your guidance counselor for additional information.

Athletic Teams

Practice Starts: Approximately twenty days prior to the first scheduled game.

** All Physical forms must be submitted to Health Office 4 weeks prior to start of season for each season a sport is played. All athletes must be registered on Family I.D. by the date(s) given from the athletic department. All athletes must have a valid IMPACT test. This test is valid for 2 years; please visit athletic web page for dates offered. Validation is good for 2 years, and is offered to all 9th and 11th grade students, and incoming new students regardless of grade. Forms are on the web at: http://www.montclair.k12.nj.us/schools/montclair-high-school/athletics/mandatory-athletic-forms/

FALL SPORTS (Approximate start date: August 8th)

Cheerleading – Coed
Head Coach: Ja'Niee Jenkins: j27niecej@gmail.com

Cross Country – Girls and Boys
Head Coach Girls: Sophie Wallace: montclairgirlstrack@gmail.com
Asst.CoachBoys:Mr.DarylWashington: runningmounties@gmail.com

Field Hockey – Girls
Head Coach: Ms. Mary Pat Mercuro: mpandelmo2@aol.com

Football – Boys
Head Coach: Mr. John Fiore: johnfiore@montclair.k12.nj.us

Gymnastics – Girls
Head Coach: Ms. Amie Bassarab: bassaraba1@mail.montclair.edu

Soccer – Boys and Girls
Head Coach, Boys: Mr. Toure Weaver toureweaver@hotmail.com
Head Coach Girls: Mr. Ashley Hammond: ashley@cpsoccer.us

Tennis – Girls
Head Coach: Ms. Dawn DeMayo: ddemayo@montclair.k12.nj.us

Volleyball – Girls
Head Coach: Ms. Pam Reilly: preilly@montclair.k12.nj.us

WINTER SPORTS (Approximate start date: *Nov. 5th - Hockey & Swimming; Nov. 15th -Bowling;* Nov. 26th: *Basketball, Cheerleading, Fencing, Track and Field, Wrestling*)

SPRING SPORTS (Approximate start date: March 1st)
Baseball – Boys
Head Coach: Mr. Ron Gavazzi rgavazzi@montclair.k12.nj.us

Crew – Coed
Head Coach: Ms. Lorna Rundle: lornarundle@hotmail.com

Golf – Coed
Head Coach: Mr. Ken Schnitzer: kschnitzer@montclair.k12.nj.us

Lacrosse – Boys and Girls
Head Coach, Boys: Mike Diehl mpdiehl29@gmail.com
Head Coach, Girls: Ms. Ann Jennings: annmjennings@verizon.net

Softball – Girls
Head Coach: Mr. Mike Goldstein mikefm76@gmail.com

Track and Field – Boys and Girls
Head Coach, Boys: Mr. Daryl Washington: dwashington@montclair.k12.nj.us
Head Coach, Girls: Ms. Sophie Wallace: swallace@montclair.k12.nj.us

Tennis – Boys
Head Coach: Ms. Andrea Noyes: andreanoyes@verizon.net

Volleyball – Boys
Head Coach: Ms. Pam Reilly: preilly@montclair.k12.nj.us

Basketball – Boys and Girls
HeadCoach, Boys: Mr. Gary Wallace gwallace@montclair.k12.nj.us
Head Coach, Girls: Ms. Emily Hall emjhall11@gmail.com

Bowling – Boys and Girls
Head Coach: Mr. Ken Schnitzer: kschnitzer@montclair.k12.nj.us

Cheerleading – Coed
Head Coach: Ja'Niee Jenkins: j27niecej@gmail.com

Fencing – Boys and Girls
Head Coach: Ed Chang edwardjchang@gmail.com
Asst. Coach: Dan DiFillippo dandifilippo@gmail.com

Ice Hockey – Coed
Head Coach: Mr. Patrick Verney: pverney@montclair.k12.nj.us

Swimming – Boys and Girls
Head Coach: Mr. Ed. Koenigsfest: ekoenigsfest@montclair.k12.nj.us

Track and Field – Boys and Girls
Head Coach,Boys: Mr. Daryl Washington;
dwashington@montclair.k12.nj.us
HeadCoach,Girls: Ms.Sophie Wallace; swallace@montclair.k12.nj.us

Wrestling–Boys Head Coach: Eugene Kline ekline@montclair.k12.nj.us

Montclair High School
Instructions for ALL Athletic Participation
All participants must use MHS forms

The following forms must be submitted to school nurse four (4) weeks prior to the first practice session:

Health History Questionnaire and Supplemental History Form (parent part)
Completed and signed by parent/care giver and submitted with other Pre-participation Physical Examination forms (see below #2).

Pre-participation Physical Examination: Physical Examination Form and Clearance Form (doctor part)
Completed and submitted **or** on file in Health Office

This physical examination must have been dated by doctor within **365 days** of first practice session of each sport.

Athletic Participation Health History Update Questionnaire

Must be signed by parent/care giver and submitted if physical was more than ninety (90) days before the first day of practice.

Athletic Department Forms:

Athlete's Code of Conduct, NJSIAA Steroid Testing Policy, Concussion/Head Injury Fact Sheet, and Sudden Cardiac Death Sign-off Sheet
All forms must be signed by parent/care giver and athlete and submitted once per school year.

Forms available @ http://www.montclair.k12.nj.us/schools/montclair-high-school/athletics/mandatory-athletic-forms/ (Athletics/Mandatory Forms).
All forms must be submitted directly to the Athletic Office for review.

Questions -Athletic Office: 973-509-4102

Academic Eligibility for Athletic and Extra Curricular Participation

Student participation in sports activities is intertwined with student performance. You cannot become a successful athlete without first becoming a successful student.

Freshman Eligibility
All freshmen are eligible for a fall and winter sports upon entry into the high school.

For freshman to be eligible for the second semester (spring sports) they must be passing 15 credits and have a 2.0 GPA from the 2nd quarter.

Sophomore, Junior and Senior Eligibility
For students in grades 10 - 12 to be eligible for the first semester (fall and winter sports) they must have earned 30 credits from the previous school year and a 2.0 GPA from the 4th quarter (fall sports) or the 1st quarter (winter sports).

For students in grades 10 - 12 to be eligible for the second semester (spring sports) they must have earned 15 credits from the fall semester and a 2.0 GPA from the 2nd quarter.

Note: Eligibility is not cumulative but is based solely upon the previous year or semester.

Appeals of Athletic Eligibility Standards
Students and/or parents wishing to appeal the requirements should submit a request in writing to the Team Assistant Principal.

It is not within the power of the high school administration or the local board of education to make exceptions for students falling below these standards. The administration must make such appeals to the NJSIAA Eligibility Appeals Committee.

MONTCLAIR HIGH SCHOOL ATHLETIC CODE OF CONDUCT

Introduction

I hereby request the privilege of trying out for:
Fall _____ Winter_____ Spring_____

As a member of this interscholastic team I agree to adhere to the terms and conditions listed below in order to participate in the Montclair High School Athletic Program.

Part One – Academic Requirements
I understand that my academic performances have the highest priority and I will make every effort to maintain a good scholastic record.

FALL AND WINTER SEASONS

1. INCOMING 9TH GRADERS ELIGIBLE IMMEDIATELY
2. 10-12th GRADE- 30 credits

SPRING SEASON

1. INCOMING 9TH GRADERS - 15 credits from the 1st semester
2. 10-12th GRADE - 15 credits from the 1st semester

These changes have occurred because the State of N.J. has increased high school graduation requirements from 110 to 120 credits. The NJSIAA adjusted their credit requirements as a result of that increase.

1. **Grade Point Average** (2.0 GPA previous marking period to participate)
   i. **Fall Season** 2.0 GPA during 4th marking period previous year.
   ii. **Winter Season** 2.0 GPA during 1st marking period of current year
   iii. **Spring Season** 2.0 GPA during 2nd marking period of current year.

   a. **Waiver Process** – Students who do not meet the 2.0 GPA requirements may apply for an academic waiver by having a parent or legal guardian write a letter requesting a waiver. Each individual case will be reviewed by the Assistant Principal in charge of Athletics, one out-of-season coach, and the student's guidance counselor. This committee will determine the student's final eligibility for athletic participation.

   If a student is granted a waiver, he/she/they will be placed on academic monitoring, which requires a student to have their teachers complete an academic progress report on a weekly basis. If the student does not perform at a satisfactory level they will be removed from the athletic program immediately. Weekly academic progress reports must be turned in to the Assistant Principal in charge of Athletics at the conclusion of each week. Students who do not return progress reports will be removed from athletic participation.

Part Two – Hazing
Hazing of any type will not be tolerated as per Board of Education policy 5131.1(A).
Hazing is considered any act of harassment, intimidation or bullying whether it is written, verbal or physical. If student-athletes are involved in any form of hazing they will be terminated immediately from their team for the remainder of the season.

Part Three – Felonies/Weapons possessions
Student-athletes charged with a felony or possession of a weapon will be immediately suspended from the athletic program. If the student athlete is convicted, the student will lose the privilege to participate in athletics for the remainder of the school year.

Part Four – Drugs, tobacco and alcohol, use of, sale, possession, or distribution
1. Penalty for 1st offense of using, selling, possessing or distributing drugs, tobacco or alcohol by a student athlete who is in season:
   a. 5-day suspension from practices and games with a 2-day reinstatement period. (5-day suspension begins after a meeting between the student athlete, parents, and Assistant Principal in charge of Athletics).
   b. During the suspension the student must meet with a Student Assistance Counselor (SAC). After meeting with a SAC, the student must complete an "athletic reinstatement form" and return it to the Assistant Principal in charge of Athletics. Once the form is reviewed by the Assistant Principal the student will be reinstated to the athletic program.
   c. During the suspension the student and his/her parents will meet with the Assistant Principal in charge of Athletics and the grade level SAC regarding the athletic code violation.

2. Penalty for 2nd offense of using, selling, possessing, or distributing drugs, tobacco or alcohol:
   a. Student-athlete will lose the privilege to participate for the remainder of the current season and failure to comply with treatment recommendations will lead to exclusion for the equivalent of one school year.
   b. Before being reinstated to the Athletic Program the student-athlete must complete the following:
      i. The student-athlete will be referred to Intervention and Referral Services for evaluation.
      ii. The student-athlete must be involved in an on-going counseling program for substance abuse as per treatment recommendations.
      iii. The student-athlete must submit a formal written request to the Assistant Principal in charge of Athletics to be considered for reinstatement.

iv. A review committee consisting of the Assistant Principal in charge of Athletics, guidance counselor, SAC, and out-of-season coach will review the request and make a recommendation to the Principal.

3. Any subsequent incidents will lead to exclusion from interscholastic athletic participation as per the district's Substance Abuse policy (5131.6).

Part Five – Sportsmanship

Student-athletes are expected to always demonstrate good sportsmanship on and off the field. Student-athletes who violate the NJSIAA sportsmanship rules will be subject to punishment from the NJSIAA (see below).

NJSIAA Disqualification Rule:

1st Violation	Season of 12 games or more – 2 game suspension
	Season of 12 games or less – 1 game suspension
2nd Violation	Disqualification from participation in NJSIAA post season tournaments

Part Six – Additional Points of Emphasis

1. Any of the penalties imposed by the Athletic Code of Conduct are in addition to school and Board of Education penalties.
2. Team captains forfeit their title after the 1st offense if they violate the code.
3. Code violation that occurs within the last 14 days of a season will carry over to the following season of participation.
4. Athletic penalties do not run concurrently with school penalties. Athletic penalties begin when students re-enter school.
5. All incoming freshmen will be eligible to participate during the fall of their 9th grade year. The 2.0 GPA requirements are established after the completion of the 1st marking period in their 9th grade year.
6. During suspensions, student-athletes are not permitted to attend practices or be on-site for any games.

Closing

A student athlete will not be permitted to participate in practices, scrimmages, or games unless he/she and a parent/guardian have signed the Code of Conduct. These signatures represent your understanding of the Athletic Code of Conduct and that you will abide by its provisions.

SIGNATURES REQUIRED … PLEASE SIGN BELOW

_____ _____

Parent (Signature) Date

_____

Student-athlete (Please print name)

_____ _____

Student-athlete (Signature) Date

MONTCLAIR HIGH SCHOOL COMPUTER USAGE POLICIES AND PROCEDURES

Student Google Accounts

The use of school computers is a privilege. Students are required to follow the guidelines of the district and the high school. If a student abuses this privilege, the Network Administrator has the right to inspect and/or removed files from a student's folder and the student faces the possibility of losing privileges to computers and the network. Examples of inappropriate use shall include, but are not limited to; installation of programs, use or attempts to use proxy avoidance websites, playing video games, viewing pornographic images, playing music videos, or playing videos with violent content. The Network Administrator may close an account at any time as required. The administration, faculty and staff of Montclair Public School District may request the Network Administrator to deny, revoke, or suspend specific user access.

A student's email address is first initial + last name + year of graduation@mpsdnj.us
For example, Robert Wilson graduating in 2021 would have an email address of: rwilson21@mpsdnj.us . Your email could be slightly different if there were 2 Robert Wilsons in the district who are graduating in 2021.

Your default district Gmail password is: Montclair1

To access your district email go to https://accounts.google.com/ServiceLogin

Your account will be set up the day after your first start school. If you are registering for next school year your account will become active in the summer and your parents will be notified.

Students are not to share their passwords with anyone. It is the responsibility of the student to remember their username and password and to keep this information private.

If the student's Google account does not work, students are to contact the school technology coordinator.

Students should use MBOE issued email (@mpsdnj.us) while using the school's network. To transfer data from home to school computers, student should use their Google Drive account as a part of the G-Suite for Education.

Montclair Public Schools has adopted an Internet Acceptable Use Agreement (AUA). This policy is posted in all classrooms, all computer labs, and the Library/Media Center. Students are expected to know and comply with the guidelines set forth in the AUP.

School administration may enact the following consequences to a student who violate this policy:

First Offense: Parent/Caregiver Notification.

Second Offense: Suspension of the student's school network account for 20 school days. Parent/Caregiver Notification.

Third Offense: Suspension of the student's school network account for 40 days. Parent/Caregiver Notification.

Electronic Devices

The Board of Education recognizes technology is always changing and as a result of increased accessibility to technology many pupils possess technology devices for their use during non-school hours. These privately-owned (BYOD) devices may be beneficial to pupils during school hours for approved educational purposes.

The use of privately-owned technology (BYOD) by a pupil in the educational program during the school day must be approved by the pupil's parent or legal guardian and the school teaching staff member responsible for supervising and/or providing the pupil's instructional program.

A teaching staff member may approve a pupil's use of privately-owned technology based on the assignment to the pupil. The teaching staff member may also prohibit the use of privately-owned technology for an assignment.

Any use of privately-owned technology by a pupil shall be in strict accordance with the teaching staff member's specific approval and Board policies and regulations. Any violation will subject the pupil to appropriate discipline and/or grading consequences, and the privately-owned device(s) in violation may be confiscated.

Use and activation of cell phones and other electronic devices for reasons other than instruction is prohibited during school hours. Devices include, but are not limited to:

- Cell phones
- PDAs
- Mp3 players
- iPods
- iPads
- Video game devices
- Electronic accessories – ear buds, blue tooth, headphones, etc.

Permission for use and/or activation will be granted by the classroom teacher on a case-by-case basis. Devices not in use shall be silenced and stored safely out of sight.

Devices used and/or activated in violation of this policy will be confiscated.

Inappropriate Use of Cell Phone or Electronic Devices:

Inappropriate use of cell phone or electronic devices is defined as: photos, video, or audio of classmates and/or teachers taken without their consent. This activity is strictly prohibited. Engaging in any of these actions is deemed a serious offense and may lead to police notification.

The school district shall assume no responsibility for the security of or damage to any privately-owned technology brought to school by a pupil. Pupils are encouraged to purchase private insurance for loss, damage, or theft of any privately-owned technology the pupil brings to school.

Penalties for use of Electronic Devices for other than instruction:

1st Occurrence:	Device confiscated by Security, turned into administration until the end of the day
2nd Occurrence:	Device confiscated by Security, turned into administration until the end of the day, must be picked up by parent or caregiver.
3rd Occurrence:	Device confiscated by Security, turned into administration and must be picked up by parent/caregiver; In-School Suspension for 1 Day.

MONTCLAIR HIGH SCHOOL DISCIPLINE POLICY

Philosophy

At MHS we believe that school discipline should help nurture all aspects of a student's growth. School rules are created, first, to protect persons and property, and, second, to protect the rights of all students to participate in every facet of the educational program. Each student is responsible for his or her behavior to and from school.

Our discipline policy specifically limits the right of any individual student to disrupt the educational opportunities of other students. Our policy also protects the student whose behavior may be detrimental to his/her/their own educational growth. We believe discipline exists as an integral part of the educational program and serves to protect the welfare of those who participate in the program.

This discipline policy is based upon the acknowledgement of humanitarian principles and ideals and loyalty to the principles of justice, equality and individual freedom. It recognizes the inherent dignity and rights of each individual. Its primary goal is to engender student direction and self-discipline. We believe students must learn to accept the responsibility for their own behavior. This policy is the result of an attempt to meet our community's expectation of MHS.

Sexual Harassment

Definitions - Sexual Harassment is defined by the Equal Employment Opportunity Commission (EEOC) as unwelcome advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or status in a course, program or activity; or,
2. Submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting an individual; or,
3. Such conduct has the purposes or effect of unreasonably interfering with an individual's work or educational performance, or of creating an intimidating, hostile or offensive work environment.

The Grievance is a written complaint.

1. Grievant is any student, employee or parent aggrieved by a decision or condition falling under the guidelines of Federal and/or State anti-discrimination laws.
2. The administrators and the faculty will adamantly pursue any complaints and provide opportunities for all students to learn about their rights to protect themselves from sexually harassing behavior.

   We encourage students to report to a responsible adult any incident that they are aware of as soon as possible. Your reporting will be handled discreetly.

Harassment, Intimidation, Bullying or Cyber-Bullying

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. The board has determined that a safe and civil environment in school is necessary for pupils to learn and achieve high academic standards, and for staff to educate pupils effectively. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

Please note the following Board Policy P-5512 which is available on the Montclair Public Schools website under District Board Policy (Revised/Approved September 19, 2011) to include the following:

- Harassment, Intimidation, and Bullying definition
- Pupil Expectations
- Consequences and Remedial Actions
- Harassment, Intimidation, and Bullying off School Grounds
- Harassment, Intimidation, and Bullying Reporting Procedure
- Anti-Bullying Coordinator, Anti-Bullying Specialist and School Safety Team(s)
- Harassment, Intimidation, and bullying Investigation
- Range of Responses to an Incident of Harassment, Intimidation, or Bullying
- Reprisal or Retaliation Prohibited
- Consequences and Appropriate Remedial Action for False Accusation
- Harassment, Intimidation, and Bullying Policy Publication and Dissemination
- Harassment, Intimidation, and Bullying Training and Prevention Program
- Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review
- Reports to Board of Education and New Jersey Department of Education
- Reports to Law Enforcement
- Collective Bargaining Agreements and Individual Contracts
- Pupils with Disabilities

Drugs/Alcohol Policy

Any use, possession or sale of drugs/alcohol by a minor is a violation of state law; consequently, any student found in violation of this law on or near school grounds, in school vehicles, at school activities or at school athletic events may be:

- Subject to suspension/expelled according to Policy #5114(b) of the Board of Education Policy Manual;
- Counseling as deemed necessary by the administration and excluded until meeting this requirement as per Board of Education;
- Subject to future random urine screenings;
- Required to undergo a physical examination within two hours of suspicion of drugs and 1 hour for suspicion of alcohol. The examination may be performed by a physician selected by the parents/caregiver or by a school designated health provider, including but not limited to: Immedicenter in Bloomfield or Clifton.
- The pupil and parent/guardian will be advised by the Student Assistant Counselor (SAC) of available counseling and support services in the community in the case of a positive lab result indicating use.
- Required to undergo drug/alcohol assessment at a pre-agreed upon school provider or at an outside facility of their choice, at their own expense;
- Banned from participating in school athletics or activities;
- Expelled from school
- Additionally, concerns over pupil use of chemicals, alcohol or steroids <u>outside of school</u> (memorandum of agreement between law enforcement and education) may be passed on to a Student Assistance Counselor, school nurse or any administrator who can follow through on the process of investigating non-emergency cases of suspected chemical/alcohol or steroid use.

Weapons and Dangerous Instruments

Many times you will be aware of serious problems that may have happened in the community the night before and spill over into school the next day. We encourage you to inform a responsible adult of any prior knowledge of anything that you suspect could lead to a threat to yourself or others. Confidentiality of the source of information will be maintained whenever possible.

Weapons brought to school shall be confiscated by school personnel and reported to the police. In the event a student should threaten another person with a weapon, the incident must be reported immediately to an administrator. All serious incidents are to be reported to the Superintendent and police for immediate action.

Search and Seizure

Police can enter school if they have a warrant for arrest, or search students if a crime is committed on school property. They may also come if school officials invite them. The Principal or designee may inspect lockers or any other storage facilities provided for use by students.

DO NOT PUT ANYTHING IN YOUR LOCKER YOU WOULD NOT WANT THE POLICE OR SCHOOL OFFICIALS TO KNOW ABOUT. YOUR LOCKER IS SCHOOL PROPERTY AND MAY BE RANDOMLY SEARCHED!

Dress Code

Because no dress code can be all-inclusive, the administration reserves the right to make the final decision on all attire. Students must wear clothing that is safe and not disruptive to the learning environment. Students have a responsibility to attire themselves **in a manner that is conducive to an instructional and professional environment.**
For example: Hats, caps, wave caps, and all other types of head coverings are not to be worn inside the Montclair High School buildings. Religious and medical exceptions must be recorded in the Main Office.

Clothing and/or accessories must not display/advertise that which could be considered by some to be lewd, offensive or insensitive. This includes, but is not limited to references to sex, drugs and alcohol, discriminatory/inflammatory/ prejudicial statements about race, ethnicity or gender, violence or gang affiliation or sexual orientation, religion, and/or disability. Gang related attire, paraphernalia, beads or colors are not permitted.

Clothing should cover chests, shoulders, and torsos. Skirts, shorts and pants should sit at the waist and be at least as long as the fingertips when a student's arms are fully extended at his/her/their sides. Attire should conceal undergarments.

Sunglasses shall not be worn anywhere in school. No student is permitted to wear dark glasses unless doctor approved for medical reasons, prescription sunglasses or heavily tinted glasses will be considered as dark glasses. Jewelry with projectiles is not permitted.

In instances where inappropriate attire is worn, parents will be contacted and asked to bring appropriate clothing to school or to escort their child home to change clothes. When other alternatives are not feasible, students may be held in the office until parent contact can be made.

Smoking/Vaping

Students:
In Compliance with **P.L. 1989 C.96** of New Jersey, a district policy to prohibit smoking including e-cigarettes has been approved by the Board of Education. These regulations are to be observed:

Smoking is not permitted in any area of any district building, **on or near building grounds** or in district vehicles. The state mandates that smoking in a public school is cause for a fine of up to one hundred dollars.

In the spirit of the law and for the benefit of all, the following rules must apply:

Offending students

First offense:	1 day In-School Suspension, Parent/Caregiver contact, Refer to SAC
Second offense:	2 day In-School Suspension, Parent/Caregiver contact, Refer to SAC
Third offense:	1 day Out-of-School Suspension

Athletes will be referred to the Assistant Principal in charge of Athletics for further discipline.

Distribution of Literature by Students

(As per Montclair Board of Education: **Policy 5145.2**)
The preparation, publication and distribution of newspapers, magazines and other literature are an exercise of freedom of speech and of the press. This freedom to express one's opinions goes hand in hand with the responsibility for the published statement.

Place and Manner of Distribution

The school setting requires reasonable guidelines establishing the places and manner of the distribution of materials and for defining fair standards for their content. Students may distribute literature on the school sidewalk, in front of the main entrance to any school building and, in addition, at the high school on the walk in front of the gym lobby. In case of bad weather, only two pupils may be permitted in the main entrance and/or the gym lobby. Blocking pedestrian traffic or entrances to a building is prohibited.

Disruptive Literature

If a building administrator determines that literature is causing or is about to cause a material and substantial disruption to the requirement of appropriate discipline or the educational process, he/she/they will prohibit distribution. "Hate" literature, which scurrilously attacks ethnic, religious and racial groups; publications aimed at creating hostility and violence; pornography; and/or libelous materials are likely to cause a material and substantial disruption to the school process. The district reserves the right to discipline any student who distributes material which causes such a disruption or which is otherwise prohibited by law or this policy.

Partisan Literature

Literature which in any manner and in any part thereof promotes, favors or opposes the candidacy of any candidate for election at any annual school election, or the adoption of any bond issue, proposal, or any public question submitted at any general, municipal or school election may not be distributed to students as proscribed by **N.J.S.A. 18A-42-2.**

Commercial Literature

Commercial literature, such as to advertise a product or service for sale or rent, or literature designed to solicit funds, may not be distributed unless approved by the Superintendent or the Superintendent's designee.

Symbolic Speech

Students may wear or display buttons, armbands, flags, decals or other badges of symbolic expressions, unless the manner of expression materially and substantially interferes with the orderly process of the school or the rights of others.

Litter

Persons distributing material must remove all distributed items, which are dropped or otherwise littered in the immediate area. For example, all litter on the front sidewalk and lawn or the inside lobbies and adjacent corridor (up to 75 feet) must be kept litter free. Wastebaskets will be provided upon request.

DISCIPLINARY CONSEQUENCES

We would hope that very few students would be involved with this section of the handbook. It is added as reference in case you find yourself in a situation where you might want to ask yourself the questions, **what would happen if I did X, Y or Z?**

After School Detention (ASD)

The After School Central Detention program will be a silent study hall under the direction of a teacher. Detentions will be held Tuesday through Thursday excluding early release days and holidays from 2:40pm to 3:20pm (40 minutes). The ASD will be assigned by the Assistant Principal to students who have infractions of the MHS Discipline and/or Attendance Policy.

After School Detention Rules

1. Students must report on time or will not be permitted to stay and serve.
2. Students must bring enough school-related work to occupy them the entire detention time.
3. Students may not eat, drink, talk, or sleep in detention.
4. Students who do not attend detentions on their assigned date will be assigned to the In-School Suspension Program.
5. Any infraction of ASD rules may result in dismissal from ASD and further disciplinary action.

In-School Suspension

The In-School Suspension Program (ISS) is held in Room 2A, Periods 1 – 8 as an alternate option to Out-of-School Suspension. Students will be assigned to ISS for 1 to 3 days. ISS will be assigned to students who have infractions to the Montclair High School Code of Conduct & Attendance Policies. Students will be responsible for bringing work to the ISS classroom to complete.

Criteria for Assigning In-School Suspension
Please note Montclair High School Discipline Code of Conduct & Attendance Policies.

Conduct in In-School Suspension

1. Student will write a one-page essay explaining why they were assigned In-School Suspension and how they plan to avoid being reassigned in the future. This essay will be placed in students individual discipline file.
2. Student must bring academic work to do (i.e., book or magazine to read, homework). If a student is without work, an additional assignment will be given that must be completed.
3. Student must be prepared to work (i.e., pencil, paper, necessary text).
4. Student will not bring food, drink, cell phone, MP3 players, iPods, iPads, etc.
5. Student will not sleep.
6. Student will not talk.
7. Student will be permitted to use the bathroom during scheduled times.
8. Students who arrive tardy or who are disruptive will be assigned an additional full day of In-School Suspension.
9. Students will eat lunch in the ISS setting at their own desks. (This is not a social period)
10. Attendance in ISS is for a full day.

Activity Restriction

A student is encouraged to take part in the wide variety of out of classroom activities offered at MHS. These include, but are not limited to, clubs, sports, service organizations, theater activities, field trips, dances, proms, etc. **However, students may also be restricted from participation in these activities as a consequence of inappropriate behavior.** The imposition of such a restriction will be by administrative decision where necessary or in place of other types of disciplinary consequences when deemed more effective or convenient. The goal of this action is to help students see the relationship between their privileges and their responsibilities. Often students will participate in activities where they represent MHS. Our standards must be consistent and maintained at a high level.

Out-of-School Suspension

A student is not allowed on school property and cannot participate in nor attend interscholastic sports or other school activities when they are serving an Out-of-School Suspension. Suspensions are in effect until the morning of the day you return to school. Suspensions can last from one to ten days. A parent/caregiver conference is required prior to re-admittance from an Out of School Suspension. **Seniors should be cautious in assessing multiple disciplinary infractions as they may jeopardize the privilege of prom attendance and participation in the 12th Grade Career Internship Program.**

Offenses Resulting in an Out-of-School Suspension
Please note the Montclair High School Code of Conduct & Attendance Policies.

A student returning from an Out-of-School Suspension is responsible for approaching each of his or her assigned teachers to retrieve missing assignments. A student will have **one** week to make up missing work. When possible, a student may also e-mail teachers during the Suspension to retrieve missing assignments. Under no circumstances should a student come into school to retrieve assignments from teachers, other students or from his or her locker. It is, however, acceptable for parent/caregiver to come to school to retrieve assignments from teachers. Remember to take all books that will be needed with you when leaving school grounds for your suspension.

MONTCLAIR HIGH SCHOOL CODE OF CONDUCT

The Montclair Board of Education and the Superintendent have required all schools to establish codes of conduct that creates safe learning environments for all students. Remember, the Code of Conduct are based on the values of respect for self, respect for others and civic responsibility. Please review the attached chart of unacceptable behaviors and their consequences; however, please pay specific attention to the following:

- All students are requested to be aware of their use of profanity. The use of profanity between peers and adults is not acceptable.
- The style of young men wearing pants below the hip or young women wearing revealing clothing is **not** acceptable dress for our students.
- Violence and sexual harassment of any kind will not be tolerated in the hallways or at school functions. This includes pushing, grabbing, unwelcome touching, etc.
- All students are expected to treat peers and adults with respect.
- Bullying, Cyber bullying and the use of Electronic Technology Devices used to intimidate are **not** acceptable.
- We want every student regardless of race, gender, or ethnicity to feel valued and safe.

MONTCLAIR HIGH SCHOOL CODE OF CONDUCT CHART

Please be reminded that these codes are not all inclusive, but do address major infractions with specific consequences! Also, some infractions will be decided on a case-by-case basis according to the seriousness of the behavior.

Grades 9-12	1st Offense	2nd Offense	3rd Offense
Dress Code Violation	Parent/Caregiver contacted for permission to send student home to change or make adjustment.	Parent/Caregiver contacted for permission to send student home to change or make adjustment. After School Central Detention 40 Minutes	Parent/Caregiver contacted for permission to send student home to change or make adjustment. In-School Suspension 1 day
Head Covering	Confiscate and pick up at the end of the day	Confiscate and pick up at the end of 1 week After School Central Detention 40 Minutes	Confiscate and pick up at the end of 2 weeks In-School Suspension 1 day
Attire gang related in nature Paraphernalia gang related in nature, i.e., bandanas, beads	Discretion of SRO Officer/Administrator Paraphernalia will be confiscated Parent/Caregiver Conference	Discretion of SRO Officer/Administrator Paraphernalia will be confiscated Parent/Caregiver Conference	
Trespassing	Warning	Criminal Offense Arrest by Police/SRO	Criminal Offense Arrest by Police/SRO
Failure to attend Teacher Detention (Each incident)	After School Central Detention 40 Minutes	Two (2) After School Central Detention 40 Minutes	In-School Suspension 1 - 3 Days
Failure to attend In-School Suspension (ISS Violation)	Out-of-School Suspension 1 day Parent/Caregiver contact required	Out-of-School Suspension 1 day Parent/Caregiver conference required for readmits.	Out-of-School Suspension 1 - 3 days Parent/Caregiver conference required for readmits.
Unauthorized departure from class	After School Central Detention 40 minutes	Two (2) After School Central Detention 40 Minutes	In-School Suspension 2 - 3 Days
Unauthorized departure from school	In-School Suspension 1 - 2 days	In-School Suspension 2 - 3 days	Out-of-School Suspension 1 - 3 days Parent/Caregiver conference required for readmits.
Cutting	After School Central Detention 40 minutes Parent/Caregiver Notification	Two (2) After School Central Detention 40 Minutes Parent/Caregiver Conference	In-School Suspension 1 – 3 Days Parent/Caregiver Conference

Grades 9-12	1st Offense	2nd Offense	3rd Offense
Truancy **Note:** Montclair Public School District now has a truancy officer who will facilitate truancy violations.	In-School Suspension 1 - 2 days	In-School Suspension 2 - 3 days	Out-of-School Suspension 1 - 3 days Parent/Caregiver conference required for readmit
Cheating	Student receives a "0" for the assignment. After School Detention Assigned Parent/Caregiver notification. No Makeup	Student receives a "0" for the assignment. After School Detention Assigned Parent/Caregiver notification. No Makeup	Student receives a "0" for the assignment. In-School Suspension Assigned Parent/Caregiver notification. No Makeup
Forgery	In-School Suspension 1 - 2 days Parent/Caregiver notification.	In-School Suspension 2 - 3 days Parent/Caregiver notification.	Out-of-School Suspension 1 - 3 days Parent/Caregiver conference required for readmits.
Plagiarism	Student receives a "0" for the assignment with no possibility of make-up Parent/Caregiver notification. No Makeup	Student receives a failure for the Quarter. After School Detention Assigned Parent/Caregiver notification.	Student fails the course. In-School Suspension Assigned Parent/Caregiver notification.
Violation of Technology Policy	Parent/Caregiver notification.	In-School Suspension 1 day Loss of school Network Account for 20 school days Parent/Caregiver notification.	In-School Suspension 2 - 3 days Loss of school Network Account for 40 days Parent/Caregiver notification.
Use of Electronic Devices for other than Instruction	Device confiscated Picked up by student at the end of the day.	Device confiscated Must be picked up by Parent/Caregiver	In-School Suspension 1 day Device confiscated Picked up by Parent/Caregiver
Refusal to submit cell phone, iPod, iPad, MP3, etc.	In-School Suspension 2 days	In-School Suspension 3 days	In-School Suspension 4 days
Inappropriate Use of Cell Phone or Electronic Device-i.e. photos, video or audio of classmates - teachers without consent, etc.	Out-of-School Suspension 1 - 3 days Possible Police Notification	Out-of-School Suspension 2-3 days Possible Police Notification	
Verbally or electronically threatening a staff member	Out-of-School Suspension 3 days Parent/Caregiver meeting must be held prior to return to school. School administrator will be present with staff member. Refer to SRO	Out-of-School Suspension 10 days minimum Pending Hearing with Superintendent or Designee Refer to SRO	Out-of-School Suspension Pending Expulsion Proceedings Refer to SRO

Grades 9-12	1st Offense	2nd Offense	3rd Offense
Skateboarding in school or on/around school property	In-School Suspension 1 – 2 day Confiscate skateboard 1 day	In-School Suspension 2- 3 days Confiscate skateboard 1 week	Out-of-School Suspension 1-3 days Parent/Caregiver conferences required for readmit.
Not following directions during emergency evacuations or drills	In-School Suspension 1 - 3 days Written notification to Parent/Caregiver Parent/Caregiver conference may be required for readmit.	Out-of-School Suspension 1 - 3 days Written notification to Parent/Caregiver Parent/Caregiver conference may be required for readmit.	Out-of-School Suspension 1 - 3 days
Endangering the lives of others, e.g., calling in a bomb threat	Out-of-School Suspension 10 days minimum Hearing with BOE Criminal Offense - Arrest by police	Expulsion proceedings	
Pulling a Fire Alarm	Out of School Suspension 3 Days Criminal Offense	Out of School Suspension 10 days minimum Hearing with Superintendent/Designee and/or BOE Rep. Criminal Offense	Expulsion Proceedings Criminal Offense
Disruptive Behavior/Hallway, Cafeteria, Study Hall, Assembly Inappropriate Behavior	After School Central Detention 40 Minutes	Two (2) After School Central Detention 40 Minutes	In-School Suspension 1 - 3 days
Failure to Obey Staff Member/ Insubordination	After School Central Detention 40 Minutes	Two (2) After School Central Detention 40 Minutes	In-School Suspension 1 – 3 days
Inappropriate Language/Gesture Verbal Confrontation/ Student/Staff/ Security Use of Profanity	In-School Suspension 1-2 days	In-School Suspension 2 - 3 days	Out of School Suspension 1– 3 days Parent/Caregiver conference required for readmits.

Grades 9-12	1st Offense	2nd Offense	3rd Offense
Possession and Use of firearm	Suspension - 1 calendar year Hearing with Superintendent/ Designee and/or BOE Representative Criminal Offense	Expulsion Proceedings Criminal Offense	
Possession of weapon other than a firearm	Out-of-School Suspension 10 day minimum Hearing with Superintendent/ Designee and/or BOE Representative Criminal Offense	Suspension - 1 calendar year Hearing with Superintendent/ Designee and/or BOE Representative Criminal Offense	Expulsion proceedings Criminal Offense
Possession and Use of a weapon other than a firearm	Suspension - 1 calendar year Hearing with Superintendent/ Designee and/or BOE Representative Criminal Offense	Expulsion Proceedings Criminal Offense	
Harassment Bullying Intimidation Cyber bullying	Consequences will be determined on an individual basis based on the seriousness of each incident by Administration. Contact SRO Referral to SAC		
Sexual Harassment	Out-of-School Suspension 3 days Written notification to Parent/Caregiver Parent/Caregiver conference required for readmits. Contact SRO	Out-of-School Suspension 4 days Written notification to Parent/Caregiver Contact SRO	Hearing with Superintendent/ Designee and/or BOE Rep. Contact SRO

Grades 9-12	1st Offense	2nd Offense	3rd Offense
Destruction of Property Graffiti Vandalism	Out-of-School Suspension 3 days Parent/Caregiver conference required for readmits. Restitution for damage. Report to the SRO Criminal Offense	Out-of-School Suspension 4 days minimum Hearing with Superintendent/Designee or BOE Representative and arrest by police. Parent/Caregiver conference required for readmits. Restitution for damage. Criminal Offense	Expulsion proceedings
Theft from Cafeteria	In-School Suspension 1 - 2 Days Restitution Banned from Cafeteria 1 week	In-School Suspension 2 - 3 Days Restitution Banned from Cafeteria 2 weeks	Out-of-School Suspension 1 - 3 days Restitution Parent/Caregiver conference required for readmits.
Theft of School Property Theft of Personal Property -Student, Staff/ Administration	Out-of-School Suspension 3 days Parent/Caregiver conference required for readmits. Restitution for stolen item(s). Report to SRO Criminal Offense	Out-of-School Suspension 4 days minimum Hearing with Superintendent/ Designee Parent/Caregiver conference required for readmits. Criminal Offense	Expulsion proceedings
Extortion (Cumulative)	Out-of-School Suspension 3 days Criminal Offense	Out-of-School Suspension 10 days Hearing with Superintendent/Designee or BOE Rep. Criminal Offense	Out-of-School Suspension Pending Expulsion Criminal Offense
Fighting	Out-of-School Suspension 3 days Parent/Caregiver conference required for readmits.	Out-of-School Suspension 4 days Parent/Caregiver conference required for readmits.	Suspension Up to 10 days Hearing with Superintendent/Designee or BOE Representative 10 days minimum
Staff Assault	Out-of-School Suspension 10 Days Hearing with Superintendent/ Designee and/or BOE Representative Criminal Offense Arrest by Police	Expulsion Proceedings	

Grades 9-12	1st Offense	2nd Offense	3rd Offense
Verbally or electronically threatening a student	Out-of-School Suspension 1-3 days Parent/Caregiver meeting must be held prior to return to school. Contact SRO	Out-of-School Suspension 4 days Contact SRO	Suspension Pending Hearing with Superintendent or Designee Out-of-School Suspension 10 day minimum Contact SRO
Possession and use of a cigarette lighter	In-School Suspension 1 day	In-School Suspension 2 days	Out-of-School Suspension 1 day
Smoking on school grounds or during school event – to include e-cigarettes Athletes will be referred to Assistant Principal of Athletics for further Discipline	In-School Suspension 1 day Parent/Caregiver contact Refer to Student Assistance Counselor	In-School Suspension 2 days Parent/Caregiver contact Refer to Student Assistance Counselor	Out of School Suspension 1 day
Suspected Use of a Controlled Substance (Drugs, Alcohol)	Subject to Search Removal pending Chemical Screening Referral to Student Assistance Counselor Criminal Offense	*See Drug and Alcohol Policy	
Possession of Controlled Substances (Drugs, Alcohol)	Out-of-School Suspension 3 days Chemical Assessment Parent/Caregiver conference required for readmits. Criminal Offense	Out-of-School Suspension 10 Days Chemical Assessment Hearing with Superintendent or Designee and/or BOE Rep. Criminal Offense	Expulsion proceedings
Sale and distribution of controlled substance	Out-of-School Suspension up to 10 days Chemical Assessment Criminal Offense	Expulsion proceedings Chemical Assessment Hearing with the Superintendent/ Designee and/or BOE Representative Criminal Offense	
Throwing snow and ice balls without injuries	In-School Suspension 1 day	In-School Suspension 3 days	Out-of-School Suspension 3 days Parent/Caregiver conference required for readmits.
Throwing snow and ice balls with injuries	Out of School Suspension 1 - 2 days Criminal Offense	Out of School Suspension 2 - 3 days Criminal Offense	Out-of-School Suspension 10 days Parent/Caregiver conference required for readmits. Criminal Offense

Montclair High School

2018-2019

Clubs and Extra-Curricular Activities and Athletic Teams

Montclair High School has a rich tradition in providing students with many valuable educational opportunities outside the classroom. Our school community offers a wide variety of clubs and extracurricular activities in which students can become involved.

The many clubs and activities offered can be located at mhs.mpsdnj.us by clicking Activities and then clicking on Clubs and Activities Overview.

Clubs are listed by the following categories:

Academic Clubs
Arts/Music/Performance Interest Clubs
Awareness Community & World Interest Club
Community/School Service Club
Special Interest/Cultural Clubs
Sports and Recreational Clubs

Each club and activity lists the name of the advisor(s). Students and/or staff interested in any of these activities should contact the advisor. **All Advisors work within the High School and can be emailed by typing their FirstInitialLastName@montclair.k12.nj.us (example: kjohnson@montclair.k12.nj.us)**

This list is updated consistently throughout the year to reflect changes in the roster of clubs/activities and advisors. Hard copies of this list will be kept in the Athletic Office. If you have any questions about existing clubs or questions about starting a new club, please contact Dr. Patrick Scarpello, the Director of Athletics and Student Activities at pscarpello@montclair.k12.nj.us or (973) 509-4102.

It is highly recommended that students and staff participate in one or more activity.

MONTCLAIR HIGH SCHOOL STUDENT GOVERNMENT

The following groups are the important student organizations in the school whose officers have been elected to represent you. Keep your officers advised of your concerns. You will have effective representation if you interact with your officers regularly and inform them of your concerns. The administration will meet with these groups to obtain information and to hear your ideas; they are a critical link to the student body. We encourage each of you to seek office as a means of providing leadership for change.

Student Coalition

The Student Coalition strives to provide a common ground for students and a means of communication among students, staff and the community. All MHS students are members of the Student Coalition.

The Executive Board, composed of Student Coalition officers, committee chairpersons and class officers, handles the day-to-day business of the Student Coalition as well as any emergency situations.

Legislation is handled by the Student Coalition Executive Board, which meets once a month. Open meetings for the entire student body are also scheduled.

Class Officers and Councils

Officers for the senior, junior and sophomore classes are elected in the spring of the previous year, freshman officers are elected in October of the freshman year.

These officers are on the Student Coalition Executive Board and work both with Student Coalition and their individual class activities. Each grade has a Class Council whose membership is open to all members of the class. The Council works very closely with the officers in planning class functions.

Student Leadership Organization

National Honor Society

The National Honor Society is a service organization composed of students demonstrating academic excellence, character and leadership. Students participate in a number of activities, which have included peer tutoring, volunteering at a local soup kitchen, collecting coats for the homeless, and assisting with the Red Cross Blood Drive.

Online Publication

Students are encouraged to visit the school's website: **mhs.mpsdnj.us**. Suggestions, articles and/or website submissions are welcome. First submit your ideas to your class or club advisor for approval. Next submit your materials, with verification of advisor approval, to Mrs. DeRosa (nderosa@montclair.k12.nj.us) at Central Office.

AWARDS

MHS has a rich tradition of providing over 90 awards to students in the categories of achievement, scholarship, service, athletics and other special leadership areas designed to recognize the talents and skills of Montclair students. **We encourage each of you to discuss with your guidance counselor information on the selection criteria and timelines.**

Service Awards

1. Any student is eligible for a Service Award if they have performed a service to the school and/or community.
2. Service for which a student is paid, receives a course grade or is awarded a varsity letter is *not* given recognition with a Service Award.
3. During the month of February and the month of April, students will fill out the top part of self-nominating forms which will be available online and in each Team office, indicating the activities that they are involved in and time they have contributed to these activities. **In order for a student to be considered, he/she must submit a form for this activity.**
4. Students should submit these forms to the moderator/director of the organization where the service was performed for documentation and submission to the school Awards Committee.
5. Students should submit the completed Service Award Form during one of the two acceptance windows **(February 4 – February 15, 2019)** or **(April 5 – April 26, 2019)** to the Guidance Center on the 1st floor of the main building**. No Service Award forms will be accepted after April 26, 2019.**
6. There are minimal service hours based on student's grade level that must obtained and formed signed and delivered to the Guidance Center **by April 26, 2019.** Students in Grade 9 must complete 10 hours; Grade 10 must complete 20 hours; Grade 11 must complete 30 hours; and Grade 12 must complete 40 hours.
7. The Awards Committee will process the nominating forms and the decision is made as to the quality of work performed for their particular activity. The Awards are given at the June Awards Assembly.

The following is a list of the activities, which should be considered in order to qualify for a Service Award.

1. Outstanding club members/officers
2. Team Office helpers
3. Lab Assistants
4. Hospitality Club
5. Aids Awareness/Aids Peer Facilitators
6. Conflict Mediators
7. Habitat for Humanity Club
8. Team Peer Leadership
9. Music Dept. – Jazz Band and Jazz Choir – Chamber Ensemble
10. Science League
11. Blood Bank
12. Tutoring above and beyond the requirement for NHS membership
13. Community work under the direction of a MHS Organization/Club
14. Phoenix/Mountaineer
15. Bridge Scholars
16. Community service i.e.: food banks, homeless shelters, childcare services, religious affiliate, etc.

Owl Pins

The Owl Pin, designed from a coin of ancient Athens, is an award for democratic distinction bestowed upon deserving seniors. Apart from excellence in scholarship or athletics, it symbolizes recognition of the qualities and achievements that play an important part in democracy's progress. It connotes enthusiastic cooperation in various school and community activities, high executive ability and power of organization, and intelligent awareness of the duties, responsibilities, and privileges of the good citizen, conspicuous devotion of the welfare of the school and community and commendable initiative in attempting solution of problems.

The MHS Award

MHS always has aimed for intellectual zeal and achievement, for personal integrity and for an eagerness to advance the interest of the largest group, the qualities of leadership that make for a fine influence in the total school. This also includes the number of hours a student volunteers above and beyond the normal school day, the number of students who directly benefit from the service performed and/or the magnitude of positive exposure for the Montclair High School family, the manner in which the task is undertaken, the ambition, conscientiousness with which the student has performed and the loyalty, dedication and trustworthiness of the individual.

The final responsibility is yours. Don't wait until the last minute to ask about your nomination forms. We can help if you take the first step.

On the following page is a replica of the service award self-nomination form. A copy of the community service award will be sent electronically to families via Skyward. Students are able to obtain a hard copy in their team office.

MONTCLAIR HIGH SCHOOL
100 Chestnut Street – Montclair, NJ 07042
Guidance Office
Awards Program – Self Nomination Form
2018- 2019

The top half of this form is to be filled out by students – Use a separate form for each service activity.
PRINT YOUR NAME AND GRADE CLEARLY.

Student's Name: _____ **Grade:** _____ **Date:** _____

Student's Address: _____ **Zip Code**_____

_____ _____ _____
(Club/Activity) **Advisor's Name (Print)** **Advisor's Signature**

How may we contact the advisor for more information? _____ _____
Advisor's Phone Advisor's Email

I have previously received a ***HIGH SCHOOL*** service award: ☐ Yes ☐ No

If yes, please list the years: _____ _____ _____
First Year Service Pin Second Year Bronze Pin Third Year Silver Pin

"There are minimum service hours required for each school year"
Year 1 – 10 hours minimum (service pin) ***Year 2 – 20 hours minimum (bronze pin)*** ***Year 3 – 30 hours minimum (silver pin)*** ***Year 4 – 40 hours minimum (gold pin)***
PLEASE SUBMIT ALL HOURS COMPLETED EXPECIALLY IF OVER THE MINIMUM NUMBER OF HOURS

STUDENTS: When this form is completed be sure to return to the Principal's Office main office by the END OF APRIL, 2019
*****THIS FORM WILL NOT BE ACCEPTED IF STUDENTS WRITE BELOW THIS LINE*****

Please check the frequency of the activity: ☐ One-time ☐ Daily ☐ Weekly ☐ Monthly Other (Explain)_____
☐ School Activity ☐ Community Activity

Notice to advisor:

1. Membership alone does not automatically entitle one to an award. Only dedicated and ***continuous*** service benefiting the school or community qualifies the student. Therefore, ***please make your description of service as accurate as possible.***

THIS FORM WILL NOT BE CONSIDERED WITHOUT NARRATIVE

_____

_____

_____

Please use other side if necessary … Total number of hours served past 12 months:_____ →
Is this beyond the minimum number of hours required for this activity? ___Yes ___No

2. Indicate how you would rate the above student as compared to others in the same activity by circling the appropriate number. (Five indicates exceptional service.)

Minimal					Exceptional	
0	1	2	3	4	5	Contribution to organization
0	1	2	3	4	5	Effectiveness
0	1	2	3	4	5	Rapport with Others

3. Student's position in organization: ☐ President ☐ Treasurer ☐ Chairperson ☐ Other:_____

4. **In your opinion, does this student merit an award?** ☐ **YES** ☐ **NO**

Sponsor's Signature: _____ **Date:** _____

KNOWING YOUR RESPONSIBILITY

Announcements

Each morning, Monday – Friday at the end of Period 2, 9:34am the announcements will be read. **ALL** students need to listen attentively to them. The same daily announcements will be posted in each homeroom as well as available on the MHS Website.

Those wishing to submit news of their organization must:

1. Submit the announcement to the secretary in the athletic and Student Activities office by 2:00 p.m. on the day before you want it read.

Assemblies and Assembly Etiquette

Assemblies are an important component of our school life. MHS assemblies provide entertainment, guidance, instruction and an opportunity to develop poise and confidence through participation in programs. Students must enter in a quiet and orderly manner. There **must be immediate attention** when the presiding officer stands before the audience. When you are invited to appear on the stage, please wear appropriate attire. Behavior in assemblies is expected to be attentive to, and respectful of, those on stage. Unless otherwise stated, attendance is mandatory. Remember, one day you may have an opportunity to demonstrate a special talent before the student body; think about how you would like to be treated. Cat calling, name calling, standing and shouting or any other actions that distract from the presentation are not acceptable for assemblies.

Visitors

Please note Montclair Board Policy P-1250-Visitors

All visitors MUST sign in at the Security Front Desk and present a picture ID.

All visitors will be issued a visitor sticker from Security Personnel at the Front Desk when entering the building. The sticker must be worn at all times when visiting the school. At the end of the visit, the sticker should be returned to Security at the Front Desk.

PEOPLE IN THE BUILDING WITHOUT APPROVAL FROM THE APPROPRIATE OFFICE SHALL BE CONSIDERED TRESPASSERS AND RISK BEING ARRESTED BY THE POLICE.

Montclair High School recognizes the need for prospective students to visit our school. They may do so when accompanied by their parents, after arranging this date through the Guidance Department @ (973) 509-4100 ext. 4118. All Prospective Student Tours are given the 2nd Friday of every month *(exception: July and August)* unless there is a state mandated assessment being given.

No school tours are given during the summer months due to summer maintenance in both the Annex and Main Buildings.

Photo Identification Policy

The Montclair School District is providing all high school students and staff with a photo identification card as a measure of security. Identification cards can also serve as library cards; bus passes, and lunch passes.

ALL STUDENTS MUST CARRY ID CARDS AT ALL TIMES.

Administration, Security and staff can easily identify any student who attends the high school as well as any unauthorized individuals who might gain entrance to our schools during the course of the school day.

General – All Students and Staff

All teaching and non-teaching personnel will be required to have a photo identification card while at the high school. This includes, but is not limited to administrators, teachers, secretaries, custodians, maintenance and lunch workers.

Students

All high school students will be provided with a photo identification card free of charge at the beginning of each school year. The card must be worn or in student's possession while the student is on school grounds. Students must be able to provide their Student Identification upon request from Administrator, Security or other Staff.

If the student ID card is lost:

1. The student will be issued a temporary card and be responsible for replacement of the card. Cost of a replacement card is $5.00.
2. One-day identification cards will be assigned to the student and one additional day will be issued until the cost of replacing the card is paid in full.
3. Any student who is in possession of a stolen identification card will be assigned two (2) days In-School Suspension.

We live in a time when every organization especially schools must insure the safety of students at all times. The use of a Photo ID system will permit a quick identification of any intruder who may enter the school or any unauthorized personnel. There is a positive incentive for adolescents to have a Photo ID when traveling. All airlines currently require such an ID prior to boarding airplanes; some government offices also require such ID. Our field trip experiences will be enhanced by the presence of such a quick recognition of our students.

Lost and Found

It is always regrettable when someone loses an expensive item or something that has a special meaning. It is recommended that students do not come to school with large amounts of cash.

Check the Team Offices as well as the Main Office before and after school for lost articles. Textbooks will be returned to the student if we are able to identify the name of the person to whom they belong; make sure you write your name in all textbooks.

The Board of Education and MHS are not liable for and will not reimburse or replace lost or stolen articles, monies or cell phones, iPods or any other electronic devices.

Snow Days

The district's automated system will be activated to call, text, or email the families of all students in the case of either a school closing or delayed opening. The district **recently added a Spanish translation** to the messages.

In addition, parents may also receive information by:

1. Calling any school's main number and pressing option 6 (except for the MHS main building: press option 9) — *School closures and delayed openings*
2. Calling the main number at Central Office: (973) 509-4000 — *School closures and delayed openings*
3. Watching — or logging on to — **New Jersey News12/Channel 62**; **Verizon FiOS1 News**; **WABC-TV/Channel 7**; **WNBC-TV/Channel 4**; **WCBS-TV/Channel 2**; **WNYW-TV/Channel 5**; Montclair's TV34. Radio reports can be found at 1010 WINS and WOR.

Delayed Openings

In the event of a delayed opening school will begin with Period 1 at 10:00am. **Period 0 classes will not meet on delayed opening days**.

Cafeteria Rules

Remember that the Cafeteria periods offer a time to socialize and to meet new students. This is an opportunity for students to demonstrate their respect for each other without adult intervention.

Freshmen may not leave campus during their lunch period.

Students in grades 10-12 may leave the building during their lunch period to return home or go elsewhere for lunch. This privilege will continue as long as the student does not abuse it by returning tardy to the next class, causing trouble in the neighborhood, creating a hazard with improper use of autos or otherwise jeopardizing the policy by exercising poor judgment.

1. The cafeteria is open during periods 4, 5 and 6 for lunch.
2. After eating, students are to clear their tables and place garbage in appropriate recycling containers in various parts of the cafeteria.
3. Students should be considerate of others when eating by demonstrating respectful table manners.
4. Safety regulations will be followed closely. Running, horseplay, card playing and gambling will not be tolerated.
5. Students may be suspended from eating in the cafeteria if their behavior is deemed inappropriate by Security Personnel or Teachers on cafeteria duty.
6. Students are not permitted to transport food from the cafeteria and eat in the classroom or office area unless authorized by the administration.

MHS CAFETERIA RULES:

The students at MHS must adhere to the following rules:

Students will follow the direction of security officers and other staff in authority.
Students will not throw food.
Students will put all trash into the proper receptacles.
Students will wait in line to be served.
Students will keep their hands, feet and objects to themselves at all time.
Students will involve themselves in activities, other than playing cards or grooming.

Consequences:

1st – Warning
2nd – In-School-Suspension
3rd- Suspension from Cafeteria for 1 week

Positive Reward:

A pleasant, clean, social environment in which to enjoy eating in daily**.**

Hall Passes

Found within this Agenda are three pages that can be utilized for Hall Passes. This Hall Pass should be used anytime you sign out of a class to go anywhere in the building. Teachers will no longer issue white paper passes. You should fill in the appropriate information completely and then ask the teacher to sign your Agenda. Please make sure that you also sign out of the class using the Classroom Sign-In/Sign Out Log. Students must refrain from loitering in halls, lavatories or staircases. Hall Passes will not be issued until five minutes into the period and not 5 minutes before the period end. Do not request a pass to use your phone.

Student Medication Policy

According to New Jersey State Code and Board of Education guidelines, the following rules must be adhered to:

All students carrying or taking medication on school property are expected to store and consume these medications under the supervision of the school nurse. Parents are ultimately responsible for enforcing this procedure.

The only medication that may be self-administered by N.J. State Code are asthma inhalers, epi-pens, and insulin with proper forms completed, signed and on file in the nurse's office.

All medications must be in a labeled bottle (pharmacy or brand) with directions for dispensing.

Medication is to be delivered to the school nurse by the parent/caregiver.

Both the parent/caregiver **and** physician or healthcare provider must sign the district medication form **before** medication can be dispensed.

Consumption of any medication in places other than the Nurse's Office is considered a violation of this policy and subject to drug/alcohol laws.

Field Trips (Local and Abroad)

Students who are participating in a field trip will receive a permission form from their teacher/advisor that must be brought home and signed by a parent/caregiver. Once the parent/caregiver has signed the form, it is the students' responsibility to take it to each teacher, so that the teacher is notified that the student will be absent from the class on the specific date of the field trip. All appropriate signatures must be completed and turned in to the teacher coordinating the trip at least a day before the trip is to take place.

Students should be made to understand that when they leave MHS as a participant on a field trip or a foreign exchange program, they are representing MHS. Consequently, they are expected to be on their best behavior. They are expected to abide by established school rules just as they would if they were at MHS. For example: the fact that a student may be in a foreign country does not mean that the MHS drug and alcohol policy can be ignored. The students should be reminded that they remain subject to MHS Code of Conduct.

SELECTIVE SERVICE REGISTRATION

All male students within 30 days before or after their 18th birthday must register with the selective service system, or they will be ineligible to qualify for the following benefits:

- Pell Grants - Supplemental Educational Opportunity Grants
- National Direct Student Loans - Guaranteed Students/Plus Loans
- Some State Student Incentive Grant Programs
- Job Training Programs - Federal Employment Opportunities and some State jobs.
- Students may register with the Selective Service System at any U.S. Post Office; or they can answer "yes" in box number 22 on the FAFSA form, to register with Selective Service.

Weekly Planner

Week beginning Monday _____ and ending Friday _____

Monday
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Friday

Weekly Planner

Week beginning Monday _____ and ending Friday _____

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Weekly Planner

Week beginning Monday _____ and ending Friday _____

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Weekly Planner

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Weekly Planner

Week beginning Monday _____ and ending Friday _____

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MONTCLAIR HIGH SCHOOL HALL PASS

STUDENT NAME:

Date	Teacher Name	Time Out	Time In	Destination	Teacher Signature	Room #

R = Restroom
O = Office
L = Locker
C = Computer Lab

M = Media Center/Library
N = Nurse
G = Guidance
S = Student Assistance Counselor

MONTCLAIR HIGH SCHOOL HALL PASS

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