

MONTCLAIR HIGH SCHOOL

100 Chestnut St. Montclair, NJ 07042

973-509-4100

STUDENT HANDBOOK

2020-2021

WEBSITE:

<https://mhs.montclair.k12.nj.us/>



Welcome to Montclair High School

The administration and faculty wish you success as you pursue the opportunities offered this new school year. We want every student to succeed, and we are committed to working with you and your guardians to ensure that you learn and grow in a safe and supportive environment.

The Montclair High School (MHS) student handbook contains policies and procedures that will allow you to better understand our expectations. It is important for you to read the student handbook and share its contents with your parents.

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. Montclair High School offers many exciting academic and extra-curricular opportunities for our students. GET INVOLVED! This is YOUR school.

The mission of Montclair High School is to ignite the passions of high school students through the discovery and development of their unique interests; to empower students to develop self-confidence and create their own success through a personalized learning environment and purposeful internships of their choice; and, with the support of advisors and community partners, graduate as confident and capable young adults, prepared to make their mark on the world! 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.

Principal

Jeffrey A. Freeman

Assistant Principals

Mirta E. Alsina, 11th grade

Reginald Clark, 10th grade

Eileen P. Gilbert, 9th grade

Sally Howell-Rembert, 12th grade

ALMA MATER

Written by Anne Coe Mitchell (1886-1970)

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 onward,
sing with praises fair;
Hail to thee, our Alma Mater
Hail, all hail Montclair.

Come then friends and come then scholars,
Raise the hearty song;
Swell the chorus with your voices,
pass the strain along.

Raise the chorus, speed it onward,
sing with praises fair;
Hail to thee, our Alma Mater
Hail, all hail Montclair.

School Colors

Blue, White

Nickname

Mounties

School Mascot

Bulldog

TABLE OF CONTENTS

Academic Grading Calendar	page 17	Harassment, Intimidation, Bullying or Cyber Bullying	page 32
Administrative Staff.....	page 2	Incomplete as a Grade	page 58
Announcements	page 89	Independent Study	page 58
Assemblies	page 45	Interim Reports	page 53
Athletic Code of Conduct Form	pages 84-86	Late Arrival & Early Dismissal	page 25
Athletic Eligibility.....	page 88	Lockers	page 39
Athletic Participation	page 87	Lost and Found	page 43
Athletic Teams	page 90-92	Loss of Credit.....	page 28
Attendance Appeal Process.....	page 29	Making Up Assignments	page 30
Auditing Courses	page 57	MHS Departments (<i>Academic/Support</i>)	...page 1
Awards	page 94-96	National Honor Society.....	page 94
Bell Schedule	pages 8-16	Out-of-School Suspension	page 26
Cafeteria	page 45	Photo Identification Policy	page 23
Calendar	pages 5-7	Plagiarism	page 50
Career Internship Program	page 64	Report Cards	page 55
Child Study Team Staff.....	page 4	Schedule Change Procedures	page 56
Class Rank	page 58	School Attendance	page 24-28
Clubs & Extracurricular Activities	page 94	School Closings.....	page 24
Code of Conduct	pages 66-83	School Counseling Staff	page 3
College Application Policy	page 65	School Values.....	page 1
College Readiness Test Dates.....	pages 18-20	Search and Seizure	page 39
Computer Usage and Policies	pages 45-50	Selective Service Registration	page 31
Contracting for Honors	page 56	Sexual Harassment	page 33
Course Level Changes	page 56	Smoking Policy	page 37
Department Test Days	page 60	Student Government	page 93
Distribution of Literature	page 44	Student Medication Policy	page 31
Double Rotating Drop Schedule	pages 10-13	Student Network Accounts	page 46
Dress Code	page 40-43	Summer School/External Coursework	pages 61-62
Drug and Alcohol Policy	page 34-37	Symbolic Speech	page 45
Electronic Devices/Cell Phones	page 49	Tardiness to Class	page 27
Eligibility (<i>Academic/Athletic</i>)	page 88	Tardy to School	page 25
Emergency Procedures	pages 21-22	Testing Calendars	pages 17
Exchange Programs	page 61	Textbooks	page 60
Excused Absences	page 26	Transfer Course/Credit Policy	page 63
Fee Waivers	page 65	Truancy	page 27
Field Trips	page 31	Unexcused Absences/Cutting	page 27
Genesis	page 55	Vaping.....	page 37
Grading	page 50	Visitors	pages 23-24
Grading/Grade Disputes	page 59	Weapons/Dangerous Instruments	page 38
Graduation Requirements	pages 51-54	Withdrawal from Courses	page 56
Hall Passes	page 28		

MHS Student Principles

- ❖ I respect others and myself. I am kind and courteous.
- ❖ I demonstrate positive verbal and nonverbal communication and positive behavior.
- ❖ I am responsible for my behavior and its consequences.
- ❖ I come to school on time, focused, and prepared to work.
- ❖ I demonstrate behaviors that promote a clean, safe, and civil learning environment.
- ❖ I respect school property and the property of others.
- ❖ I present myself in an appropriate and orderly fashion at all times and in all settings.
- ❖ I demonstrate personal honor and integrity at all times.

We Value

- ❖ Justice and Fairness – Demonstrating impartial, unbiased, and equitable treatment for all
- ❖ Inclusiveness - The quality of including all sections of society
- ❖ Honesty – Being truthful in word and action
- ❖ Respect – Showing high regard for self, others, and property
- ❖ Responsibility – Being accountable for individual behavior
- ❖ Self-esteem – Confidence in one's worth or ability
- ❖ Caring – Showing concern for the well-being of others
- ❖ Citizenship – Being an informed, responsible and caring participant in the community
- ❖ Courage – Doing the right thing in the face of difficulty
- ❖ Perseverance – Demonstrating commitment, pride, and a positive attitude in completing tasks

MHS DEPARTMENTS

Athletics 973-509-4102

Business 973-509-4100 ext. 4001

Child Study Team/Special Education 973-509-4100 ext. 4075

English 973-509-4100 ext. 4003

Guidance/School Counseling 973-509-4100 ext. 4118

Mathematics 973-509-4100 ext. 4002

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. 2615

Social Studies 973-509-4100 ext. 4001

Visual & Performing Arts 973-509-4100 ext. 2615

World Languages 973-509-4100 ext. 4003

Montclair High School Administrative

Terry Trigg-Scales, Interim Principal

Main Office.....973-509-4100 x 4069

Office of Security and Facilities Management

Eileen P. Gilbert, Assistant Principal
Maria Gonzales, Administrative Assistant
Valerie Glassgow, Administrative Assistant
The office serves students in grade 9.

Office Contact.....973-509-4004

Office of Public and Student Information

Reginald Clark, Assistant Principal
Susan Varlese, Administrative Assistant
The office serves students in grade 10.

Office Contact.....973-509-4001

Office of Student Services

Mirta E. Alsina, Assistant Principal
Jasmine Malloy, Administrative Assistant
The office serves students in grade 11

Office Contact.....973-509-4002

Office of Pedagogy and Curriculum

Ms. Sally Howell-Rembert, Assistant Principal
Elsa Napolitano, Administrative Assistant
The office serves students in grade 12

Office Contact.....973-509-4003

Office of Pupil Services

Dr. Shivoyne A. Trim, Supervisor
Debra Sessoms, Administrative Assistant/Home Instruction Coordinator
Donna Hamblin, Administrative Assistant to Child Study Team

Office Contact.....973-509-4075

Office of School Counseling

Dustin Bayer, Director of School Counseling
Susan Iovine, Administrative Assistant

Office Contact.....973-509-4118

Student Resource Officer

Officer Pierre Falaise.....973-509-4100 Ext.5076

]School Counseling Staff

Chanda Fields, Rachel Wartel,	9 th Grade A - K.....973-509-4100 ext.4815 9 th Grade L - Z.....973-509-4100 ext. 4117
Gina Testa,	10 th Grade Grade A - Brubaker.....973-509-4100 ext. 4107 11 th Grade A – Carlson 12 th Grade A - Chaladoff
Hugh Witter,	10 th Grade Brundrett-Esteves.....973-509-4100 ext. 4083 11 th Grade Carrillo- Frazier 12 th Grade Chan-Fell
Sophia Kenny, Johanna Lutz	10 th Grade Estrada - Hargrove.....973-509-4100 ext.4085 11 th Grade Fried - Jabateh 12 th Grade Fine - Hultin
Nicholas Santangelo,	10 th Grade Harper-Loverdi.....973-509-4100 ext.4109 11 th Grade James- McKnight 12 th Grade Hylton- Martino
Siobhan Meyer,	10 th Grade Lundberg- Pearson.....973-509-4100 ext. 4111 11 th Grade McLoughlin- Reesch 12 th Grade Martling- Petrof
Raissa Maynard,	10 th Grade Pellerano –Smith.....973-509-4100 ext.4082 11 th Grade Reifenberg – Spruill 12 th Grade Phariss – Snyder
Shirley Sharples,	10 th Grade Snyder- Z973-509-4100 ext.3908 11 th Grade Srinivasan - Z 12 th Grade Solomon - Z

Student Assistance Counselors

Jamie Doshi973-509-4100 Ext. 5135

Specialty Therapist

Ursula Liebowitz-Johnson.....973-509-4100 Ext.4083

Office of Pupil Services

Dr. Shivoyne A. Trim, Supervisor

Debra Sessoms, Administrative Assistant/Home Instruction Coordinator

Donna Hamblin, Administrative Assistant to Child Study Team

Office Contact.....973-509-4100 Ext.4075

Child Study Team Members

Kristin Koenigsfest, 9th Grade.....	973-509-4100 Ext. 4788
Jeffrey Heike, 9th Grade.....	973-509-4100 Ext. 2644
Margaret Omariba, 9 th Grade.....	973-509-4100 Ext. 4077
Tracey Belsky.....	973-509-4100 Ext. 2644
Lisa Bishop.....	973-509-4100 Ext. 2567
Joyce Hobbs	973-509-4100 Ext. 4292
Claudia Knierling.....	973-509-4100 Ext. 4134
Janet Leon	973-509-4100 Ext. 4026
Lindsey Reddington	973-509-4100 Ext. 4076
David Steinke	973-509-4100 Ext. 2741
Kristina Szymanski-Sullivan	973-509-4100 Ext. 4134

2020-2021 School Calendar

Month	Day	Event	Staff Days	Student Days
September	2 & 3	Wed. & Thurs., Schools open for teachers, schools closed for students	18	14
	4 & 7	Fri. & Mon., Labor Day, district closed		
	8 & 9	Tues. & Wed., Schools open for teachers, closed for students		
	10	Thurs., Schools in session, first day of school		
	24	Thurs., Curriculum meetings, schools closed for students after an abbrev. day		
	28	Mon., Yom Kippur, district closed		
October	22	Thurs., Curriculum meetings, schools closed for students after an abbrev. day	22	22
November	3	Tues., Presidential Election Day, district closed	16	16
	5-6	Thurs. & Fri., N.J.E.A. Convention, district closed		
	19	Thurs., Curriculum meetings, schools closed for students after an abbrev. day		
	25	Wed., District closed after an abbreviated day		
	26-27	Thurs. & Fri., Thanksgiving, district closed		
December	9	Wed., Evening K-12 parent conferences, schools closed after an abbreviated day	17	17

	10	Thurs., Afternoon K-12 parent conferences, schools closed after an abbreviated day		
	11	Fri., Afternoon K-12 parent conferences, schools closed after an abbreviated day		
	17	Thurs., Curriculum meetings, schools closed for students after an abbrev. day		
	23	Wed., District closed after an abbrev. day		
	24-25	Thurs. & Fri., Winter recess and Christmas holiday, district closed		
	28-30	Mon.-Wed., Winter recess, schools closed		
	31	Thurs., District closed		
January	1	Fri., District closed	19	19
	4	Mon., District reopens		
	18	Mon., Dr. Martin Luther King, Jr. Day, district closed		
	28	Thurs., Curriculum meetings, schools closed for students after an abbrev. day		
February	15	Mon., President's Day, district closed	19	19
	25	Thurs., Curriculum meetings, schools closed for students after an abbrev. day		
March	18	Thurs., Curriculum meetings, schools closed for students after an abbrev. day	23	23
	31	Wed., Evening K-12 parent conferences, schools closed after abbreviated day		
April	1	Thurs., Afternoon K-12 parent conferences, schools closed after abbreviated day	16	16

	2	Fri., Good Friday, district closed		
	5-9	Mon.-Fri., Spring Recess, schools closed		
	22	Thurs., Curriculum meetings, schools closed for students after an abbrev. day		
May	20	Thurs., Curriculum meetings, schools closed for students after an abbrev. day	19	19
	28 & 31	Fri. & Mon., Memorial Day weekend, district closed		
June	10	Thurs., Curriculum meetings, schools closed for students after an abbrev. day	18	18
	23	Wed., Abbreviated day for students		
	24	Thurs., Abbreviated day for students, last day for students/staff		
		Total Days for the 2020-2021 School Year	187	183

If emergency or snow days are required, any in excess of three (3) will be made up as full days in the following sequence: 5/28, 4/9, 4/8, 4/7, 4/6, 4/5.

Any days in excess of these days may require extending the school year. When advisable, a two-hour delayed opening will be used rather than an emergency closing. A delayed opening on an early dismissal day will cancel the early dismissal and school will end at the regular time. On delayed opening days, staff is expected at the regular time or as soon after as weather permits.

Remote Learning Daily Schedule

A - DAY Schedule		B - DAY Schedule	
Period	Time	Period	Time
1	8:00 - 9:00	6	8:00 - 9:00
2	9:15 - 10:15	7	9:15 - 10:15
Lunch	10:20 - 11:20	Lunch	10:20 - 11:20
3	11:25 - 12:25	8	11:25 - 12:25
4	12:30 - 1:30	9	12:30 - 1:30
Office Hours	1:35 - 2:33	Office Hours	1:35 - 2:33

Sample Schedules

A - DAY Sample Schedule		
Period	Time	Class
1	8:00 - 9:00	English Language Arts
2	9:15 - 10:15	World Language
Lunch	10:20 - 11:20	
3	11:25 - 12:25	PE/Health
4	12:30 - 1:30	Science
Office Hours	1:35 - 2:33	

B - DAY Sample Schedule		
Period	Time	Class
6	8:00 - 9:00	Mathematics
7	9:15 - 10:15	Study Hall or Elective
Lunch	10:20 - 11:20	
8	11:25 - 12:25	Elective
9	12:30 - 1:30	History
Office Hours	1:35 - 2:33	

Principals and Teachers will determine appropriate structures for collaboration and instructional planning based on student needs as they may evolve.

Students will be expected to engage in activities four periods per day (Periods 1-4 periods on A days and periods 6-9 on B-days). The first day of this Remote Learning Plan (Thursday, September 10th) will be an A day. The days will continue to rotate when we are in session.

The maximum expected student engagement time should be less than or equal to 120 minutes per class, per day, including homework assignments.

The Double Rotating Drop Schedule

This is the traditional schedule at MHS. If this schedule is to be utilized in the 2020-2021 school year, all students and parents will be notified.

The Double Rotating Drop Schedule is different from the traditional Straight 8-period schedule Montclair High School has been using. In a traditional straight 8-period day, students attend the same 8 classes in the same order each day. Also, on a traditional straight 8-period day, lunch counts as one of the periods.

MHS's Double Rotating Drop Schedule allows each student to register for eight instructional classes in addition to a community lunch period. A student has 4 AM classes (Class 1-4) and 4 PM classes (5-8). There are four possible days (A-D); on each day, one class drops from the AM periods and one class drops from the PM periods. Also, on each day, the classes rotate.

At MHS, we will use the words period and class. **Period** refers to the time that class meets. The period times remain the same each day (A-D). The **Class** that meets during that period changes each day.

The following describes the rotation:

A-Day- The student will attend classes 1,2 and 3. Class 4 will drop from the schedule. The community lunch session occurs after the AM sessions. After lunch, the student will attend class 5,6,7. Class 8 will drop from the schedule.

B-Day- The student will attend classes 2,3 and 4. Class 1 will drop from the schedule. The community lunch session occurs after the AM sessions. After lunch, the student will attend class 6,7,8. Class 5 will drop from the schedule.

C-Day- The student will attend class 3,4 and 1. Class 2 will drop from the schedule. The community lunch session occurs after the AM sessions. After lunch, the student will attend class 7,8,5. Class 6 will drop from the schedule.

D-Day- The student will attend classes 4,1 and 2. Class 3 will drop from the schedule. The community lunch session occurs after the AM sessions. After lunch, the student will attend class 8,5,6. Class 7 will drop from the schedule.

Students with science labs will be assigned a lab rotation schedule that will be coupled with a physical education class. In the schedule rotation, students will have a minimum of 1 lab per week and a maximum of two labs per week.

Regular School Day

Start time 8:00 a.m.

End time 2:33 p.m.

Abbreviated School Day

Start time 8:00 a.m.

End time 1:07 p.m.

Delayed Opening

Start time 10:00 a.m.

End time 2:33 p.m.

Below is a sample rotation schedule.

	A Day	B Day	C Day	D Day
8:00-8:52	Class 1	Class 2	Class 3	Class 4
8:57-9:49	Class 2	Class 3	Class 4	Class 1
9:54-10:46	Class 3	Class 4	Class 1	Class 2
10:46-11:42	Lunch			
11:47-12:39	Class 6	Class 7	Class 8	Class 9
12:44-1:36	Class 7	Class 8	Class 9	Class 6
1:41-2:33	Class 8	Class 9	Class 6	Class 7

For the majority of the school year students will follow the schedule described above. Once actual classes are inputted into the chart, a pattern will be noticed.

There will be a series of days throughout the year that will follow a traditional straight 8- period schedule: these days will be titled **S8 Days**. On an S8 day, a student will attend classes 1-4 in order, attend lunch, then attend classes 6-9 in that order.

There will also be **AS8 Days** included in the yearly schedule. These days are abbreviated S8 days for the intention of district abbreviated days. On an AS8 day, a student will attend classes 1-4 in order, attend lunch, then attend classes 6-9 in that order. The only difference is the periods will be shortened to accommodate the abbreviated day.

A calendar of days will be made available prior to the beginning of the school year. Also, calendars will be posted throughout the building.

Due to the addition of an instructional period, zero period will no longer be an option.

In the following section, all necessary bell schedules are made available with samples of students' schedules.

Student Sample Schedule #1 - Junior

Class 1- AP US History

Class 2- Finance H

Class 3- Physics H

Class 4- PE/Health 11

Class 6- Italian 3

Class 7- AP Calculus AB

Class 8- AP Lang and Comp

Class 9- Anatomy and Physiology H

Period & Time	A Day	B Day	C Day	D Day
8:00-8:52	AP US History	Finance H	Physics H	PE/Health 11
8:57-9:49	Finance H	Physics H	Physics H Lab	AP US History
9:54-10:46	Physics H	PE/Health 11	AP US History	Finance H
10:46-11:42	Lunch			
11:47-12:39	Italian 3	AP Calculus AB	AP Lang and Comp	Forensic Science
12:44-1:36	AP Calculus AB	AP Lang and Comp	Forensic Science	Italian 3
1:41-2:33	AP Lang and Comp	Forensic Science	Italian 3	AP Calculus AB

Student Sample Schedule #2 - Freshmen

Class 1- World Lit H

Class 2- Global Studies

Class 3- Geometry Honors

Class 4- Spanish 1 H

Class 6- Carpentry

Class 7- Biology H

Class 8- PE/Health 9

Class 9- Study Hall/MHS-101

Period & Time	A Day	B Day	C Day	D Day
8:00-8:52	World Lit H	Global Studies H	Geometry H	Spanish 1 H
8:57-9:49	Global Studies H	Geometry H	Spanish 1 H	World Lit H
9:54-10:46	Geometry H	Spanish 1 H	World Lit H	Global Studies H
10:46-11:42	Lunch			
11:47-12:39	Carpentry	Biology H	PE/Health 9	Study Hall MHS-101
12:44-1:36	Biology H	PE/Health 9	Study Hall MHS-101	Carpentry
1:41-2:33	PE/Health 9	Study Hall MHS-101	Carpentry	Biology H

Student Sample Schedule #3 - Sophomore

Class 1- PE/Driver's Ed. 10

Class 2- GeoScience

Class 3- US History 1 H

Class 4- French 3 H

Class 6- Art 2

Class 7- English 10

Class 8- Algebra 2

Class 9- Study Hall

Period & Time	A Day	B Day	C Day	D Day
8:00-8:52	PE/Driver's Ed.	Geo Science	US History 1 H	French 3 H
8:57-9:49	Geo Science	US History 1 H	French 3 H	PE/Driver's Ed.
9:54-10:46	US History 1 H	French 3 H	PE/Driver's Ed.	Geo Science
10:46-11:42	Lunch			
11:47-12:39	Art 2	English 10	Algebra 2	Study Hall
12:44-1:36	English 10	Algebra 2	Study Hall	Art 2
1:41-2:33	Algebra 2	Study Hall	Art 2	English 10

Student Sample Schedule #4 - Sophomore SLC

Class 1- PE/Health 10

Class 2- US History 1 H

Class 3- Government Studies 1 H

Class 4- English 10 H

Class 6- Algebra 2 Trig H

Class 7- Spanish 2 H

Class 8- Geo Science H

Class 9- Band H

Period & Time	A Day	B Day	C Day	D Day
8:00-8:52	PE/Health 10	US History 1 H	Government Studies 1 H	English 10 H
8:57-9:49	US History 1 H	Government Studies 1 H	English 10 H	PE/Health 10
9:54-10:46	Government Studies 1 H	English 10 H	PE/Health 10	US History 1 H
10:46-11:42	Lunch			
11:47-12:39	Algebra 2 Trig H	Spanish 2 H	Geo Science H	Band H
12:44-1:36	Spanish 2 H	Geo Science H	Band H	Algebra 2 Trig H
1:41-2:33	Geo Science H	Band H	Algebra 2 Trig H	Spanish 2 H

Student Sample Schedule #5 - Senior

Class 1- AP English Literature

Class 2- AP Physics 1

Class 3- PE/Health 12

Class 4- Finance

Class 6- AP Calculus AB

Class 7- Cultural Pluralism H

Class 8- AP Spanish Language

Class 9- Band H

Period & Time	A Day	B Day	C Day	D Day
8:00-8:52	AP English Literature	AP Physics 1	PE/Health 12	Finance
8:57-9:49	AP Physics 1	AP Physics 1 Lab	Finance	AP English Literature
9:54-10:46	PE/Health 12	Finance	AP English Literature	AP Physics 1
10:46-11:42	Lunch			
11:47-12:39	AP Calculus AB	Cultural Pluralism H	AP Spanish Language	Band H
12:44-1:36	Cultural Pluralism H	AP Spanish Language	Band H	AP Calculus AB
1:41-2:33	AP Spanish Language	Band H	AP Calculus AB	Cultural Pluralism H

Bell Schedules
Full-Day A, B, C and D Day (Rotating Drop Schedule)

REGULAR BELL SCHEDULE

Minutes	A DAY		Minutes	B DAY	
52	1	8:00-8:52	52	2	8:00-8:52
52	2	8:57-9:49	52	3	8:57-9:49
52	3	9:54-10:46	52	4	9:54-10:46
60	LUNCH	10:46-11:46	56	LUNCH	10:46-11:42
Warning Bell	10 Minute	11:36	Warning Bell	10 Minute	11:36
Warning Bel	5 Minute	11:41	Warning Bel	5 Minute	11:41
52	6	11:47-12:39	52	7	11:47-12:39
52	7	12:44-1:36	52	8	12:44-1:36
52	8	1:41-2:33	52	9	1:41-2:33
Minutes	C DAY		Minutes	D DAY	
52	3	8:00-8:52	52	4	8:00-8:52
52	4	8:57-9:49	52	1	8:57-9:49
52	1	9:54-10:46	52	2	9:54-10:46
56	LUNCH	10:46-11:42	56	LUNCH	10:46-11:42
Warning Bell	10 Minute	11:36	Warning Bell	10 Minute	11:36
Warning Bell	5 Minute	11:41	Warning Bell	5 Minute	11:41
52	8	11:47-12:39	52	9	11:47-12:39
52	9	12:44-1:36	52	6	12:44-1:36
50	6	1:41-2:33	50	7	1:41-2:33

STRAIGHT 8 PERIOD SCHEDULE / ABBREVIATED STRAIGHT 8 PERIOD SCHEDULE

Minutes	STRAIGHT 8		Minutes	ABBV. STRAIGHT 8	
39	1	8:00-8:39	28	1	8:00-8:28
38	2	8:43-9:21	28	2	8:32-9:00
39	3	9:25-10:04	28	3	9:04-9:32
38	4	10:08-10:46	28	4	9:36-10:04
60	LUNCH	10:46-11:46	58	LUNCH	10:04-11:02
Warning Bell	10 Minute	11:36	Warning Bell	10 Minute	10:52
Warning Bell	5 Minute	11:41	Warning Bell	5 Minute	10:57
38	6	11:47-12:25	28	6	11:03-11:31
39	7	12:29-1:08	28	7	11:35-12:03
39	8	1:12-1:51	28	8	12:07-12:35
38	9	1:55-2:33	28	9	12:39-1:07

Minutes	DELAYED STRAIGHT 8		Minutes	HOMEROOM REGULAR A DAY	
24	1	10:00-10:24	15	HR	8:00-8:15
24	2	10:28-10:52	52	1	8:20-8:52
24	3	10:56-11:20	52	2	8:57-9:49
23	4	11:24-11:47	52	3	9:54-10:46
60	LUNCH	11:47-12:47	60	LUNCH	10:46-11:46
Warning Bell	10 Minute	12:37	Warning Bell	10 Minute	11:36
Warning Bell	5 Minute	12:42	Warning Bel	5 Minute	11:41
24	6	12:47-1:11	52	6	11:47-12:39
24	7	1:15-1:39	52	7	12:44-1:36
23	8	1:43-2:06	52	8	1:41-2:33
23	9	2:10-2:33			

Montclair High School Grading Calendar Dates for 2020-2021

	MP1	MP2	MP3	MP4
Quarter Begins	9/8/20	11/18/20	2/4/21	4/21/20
Interim Reporting Date	10/9/20	12/22/20	3/9/21	5/20/21
Quarter Closes	11/17/20	2/3/21	4/20/21	6/24/21

Montclair Public Schools: 2020-2021 Summary of State and District Testing

State Assessments

Assessment & Subject Area	Dates of Administration & Duration	Grades Covered	State Requirement For Graduation	Results Available
New Jersey Student Learning Assessment for English Language Arts (ELA) and Math (NJSLA-E, NJSLA-M) Spring (Regular) Administration https://nj.mypersonsupport.com/	TBA	ELA: Grades 3 – 11 Math: Grades 3-8 and for grades 9-11 by enrollment in course Algebra 1 & 2 and Geometry	“The Class of 2023 and Beyond - The NJDOE is committed to providing fair notice to students and educators and will continue to collaborate with stakeholders to transition to the next generation of statewide assessments.”	TBA by NJDOE
New Jersey Student Learning Assessment – Science (NJSLA-S) http://measinc-nj-science.com/	TBA	Grades 5, 8 & 11 Comprehensive science exam.	State requires all students in grades 5, 8 and 11 take the assessment (Not a graduation option)	TBA by NJDOE
ACCESS for English Language Learners (ELL) www.nj.gov/education/bilingual/re-sources	TBA	Students who qualify for English as a Second Language (ESL) program, K-12	One of the criteria used to exit student from ESL program	TBA by NJDOE
Dynamic Learning Maps (DLM) ELA & Math https://www.state.nj.us/education/assessment/apa/dlm/		Students with significant intellectual disabilities in Grades 3-8 and 11	NA	TBD by NJDOE

COLLEGE READINESS Test Dates and Related Deadlines for 2020-2021

MONTCLAIR HIGH SCHOOL CEEB CODE: 310820

SAT Date	Registration Deadline	Late Registration Deadline	Deadline for Changes	
August 29, 2020	July 31, 2020	August 11, 2020 (for mailed registrations) August 18, 2020 (for registrations made online or by phone)	August 18, 2020	
September 26, 2020	August 26, 2020	September 15, 2020 (for registrations made online or by phone)	September 15, 2020	
October 3, 2020	September 4, 2020	September 15, 2020 (for mailed registrations) September 22, 2020 (for registrations made online or by phone)	September 22, 2020	
November 7, 2020	October 7, 2020	October 20, 2020 (for mailed registrations) October 27, 2020 (for registrations made online or by phone)	October 27, 2020	
December 5, 2020	November 5, 2020	November 17, 2020 (for mailed registrations) November 24, 2020 (for registrations made online or by phone)	November 24, 2020	
March 13, 2021	February 12, 2021	February 23, 2021 (for mailed registrations) March 2, 2021 (for registrations made online or by phone)	March 2, 2021	
May 8, 2021	April 8, 2021	April 20, 2021 (for mailed registrations) April 27, 2021 (for registrations made online or by phone)	April 27, 2021	
June 5, 2021	May 6, 2021	May 18, 2021 (for mailed registrations) May 26, 2021 (for registrations made online or by phone)	May 26, 2021	

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.
- 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.**

Advanced Placement Testing Dates 2021

Week 1	Morning 8 a.m. Local Time	Afternoon 12 noon Local Time	Afternoon 2 p.m. Local Time
Monday, May 3, 2021	United States Government and Politics	Physics C: Mechanics	Physics C: Electricity and Magnetism
Tuesday, May 4, 2021	Calculus AB Calculus BC	German Language and Culture Human Geography	
Wednesday, May 5, 2021	English Literature and Composition	Japanese Language and Culture Physics 1: Algebra-Based	
Thursday, May 6, 2021	United States History	Art History Computer Science A	
Friday, May 7, 2021	Chemistry Spanish Literature and Culture	European History Physics 2: Algebra-Based	

AP Art and Design courses, May 7 at 8:00 PM EST is the last day for coordinators to submit digital portfolios or collect physical projects for portfolio assembly.

Week 2	Morning 8 a.m. Local Time	Afternoon 12 noon Local Time
Monday, May 10, 2021	French Language and Culture World History: Modern	Macroeconomics
Tuesday, May 11, 2021	Seminar Spanish Language and Culture	Latin Psychology
Wednesday, May 12, 2021	English Language and Composition	Microeconomics Music Theory
Thursday, May 13, 2021	Comparative Government and Politics World History: Modern Computer Science Principles	Statistics
Friday, May 14, 2021	Biology Italian Language and Culture	Chinese Language and Culture Environmental Science

ACT
MONTCLAIR HIGH SCHOOL CEEB CODE: 310820
www.actstudent.org

ACT Test Date	Registration Deadline	Late Registration Deadline	ACT Score Release
September 19, 2020	August 28, 2020	None	September 22- November 6, 2020
September 13, 2020	August 28, 2020	None	September 23- November 7, 2020
Sept 19, 2020	August 28, 2020	None	September 29- November 13, 2020
Oct 10, 2020	Sept 17, 2020	September 18-25, 2020	October 20 - November 27, 2020
October 17, 2020	September 17, 2020	September 18-25, 2020	October 27-December 4, 2020
October 24, 2020	September 17, 2020	September 18-25, 2020	October 27- December 4, 2020
October 25, 2020	September 17, 2020	September 18-25, 2020	November 11- January 2, 2020
December 12, 2020	November 6, 2020	November 7-20, 2020	December 22, 2020-February 5, 2021
February 6, 2021	January 8, 2021	January 9-15, 2021	February 16-April 1, 2021
April 17, 2021	March 12, 2021	March 13-26, 2021	April 27-May 7, 2021
June 12, 2021	May 7, 2021	May 8-21, 2021	June 22-August 9, 2021
July 17, 2021 *	June 18, 2021	June 19-25, 2021	July 27- September 3, 2021

*These ACT test dates only apply to the US, US territories, Puerto Rico, and Canada

Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT®)
<i>2020 Test Dates</i>
TBD

***Registration in not Required for PSAT**

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.**

Evacuation Drills

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. Students are to stay with their class and teacher throughout the fire drill. 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. You are to return with your teacher back to your classroom after the fire drill is over.

Non-Fire Emergency Drills are practiced in the event we have to evacuate the building for any non-fire emergencies (e.g., gas leak). 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. 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.

Lockdown Drills

Lockdown Drills are practiced in order to be ready in case of an Active Shooter, Lockdown or Shelter-in-Place emergency. When you hear the announcement, you **MUST** follow your staff instructions. These drills can be done any time during the academic day and are necessary to ensure your safety. **YOU ARE TO TAKE THEM SERIOUSLY.**

Lockdown

A Lockdown involves occupants of a school building being directed to remain confined to a room or area within a building. 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 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. **Teachers must take attendance.**

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.

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. **Teachers must take attendance.**

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.

Sheltering-in-Place

Sheltering-in-Place is similar to a lockdown in that the occupants are to remain on the premises. Shelter-in-Place will mean that you can move about in the classroom but will **NOT** be able to leave the classroom. 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. **Teachers must take attendance.**

Evacuation

In the case of an evacuation, students are to bring their phone and leave all other personal items behind; follow staff instructions. Teachers will lead the students to the designated evacuation location, take attendance and immediately notify security or administration of missing, injured, or extra students.

Photo Identification Policy

We live in a time when every organization, especially schools, must insure the safety of students at all times. The use of a MHS issued photo identification card (ID) system will permit a quick identification of any intruder who may enter the school or any unauthorized personnel.

General – All Students and Staff

All teaching and non-teaching personnel will be required to have a MHS issued ID while on school grounds. 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 MHS issued ID, access card and colored lanyard free of charge at the beginning of each school year. **ALL STUDENTS MUST WEAR ID CARDS AND CARRY ACCESS CARDS AT ALL TIMES.** Students must have their ID in possession when attending school-related activities. Students are not permitted to borrow, lend or exchange student IDs or access cards. Violation of this policy will result in disciplinary action. Identification cards can also serve as library cards, bus passes, and lunch passes.

Students will utilize access cards when entering the building before and after lunch.

Students are expected to surrender their MHS issued ID and access card upon withdrawing from school.

If the student ID card and/or access card is lost:

- ✧ The student will be responsible for replacement of the card. Cost of a replacement card is \$5.00 each card.

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. School tours will not take place during the summer months due to summer maintenance in both the Annex and Main Buildings.

During Remote Learning, visitors will not be allowed in the building except for emergency reasons. All visitors must comply with the sign-in, sign-out procedures which include a temperature check and wearing a mask.

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. (N.J.S.A.:18A38:25-26)

During remote learning, students are expected to attend designated classes and be on time.

- **Each morning, students are expected to be present and engage in virtual instruction within the designated schedule (schedules will be provided by the school).**
- **All students will be expected to adhere to daily attendance guidelines, log in and attend class during the designated times.**

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

Regular Dismissal

School is dismissed at 2:33p.m. each day.

During remote learning, all students are to follow MHS remote learning schedule.

School Closing Due to Inclement Weather

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.

In addition, parents may also receive information by:

- ✧ Calling any school's main number and pressing option 6 (except for the MHS main building: press option 9) — *School closures and delayed openings*
- ✧ Calling the main number at Central Office: (973) 509-4000 — *School closures and delayed openings*
- ✧ 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.

Late Arrival/Early Dismissal Policy

Students who must arrive late to school or leave early are required to check out through the main office. Only an administrator is empowered to grant permission for early dismissal. It is strongly recommended to make appointments **after** school hours. Please refer to Excused Absences for non-cumulative tardy excuses.

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

If a student has to be excused from school early, a written request must be submitted to the attendance office or an administrator between 7:30 and 7:45 a.m.

This note must contain:

- ✧ the reason for the request
- ✧ the time of the dismissal and anticipated return to school
- ✧ parent(s) or guardian(s) signature; and
- ✧ a phone number where the parent(s) or guardian(s) can be reached to verify request.

If the request is approved, the student must sign out before leaving the building and sign in if the student returns to school. The parent or person picking up the student must report to the main office to sign the student out. Students will be allowed to leave only with a parent, guardian, or person authorized by the parent or guardian.

If the request is not approved, and should the student not appear in class, the absence will be considered and treated as a cut.

Justifiable reasons may include:

- 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.

Students must be present a minimum of four (4) hours of instructional time, exclusive of lunch, to participate in any co-curricular activities, including athletics and evening events, on that day. The only exception will be approved early dismissals/late arrivals. (R-2431)

During remote learning,

- **Each morning, students are expected to be present and engage in virtual instruction within the designated schedule (schedules will be provided by the school).**
- **Students who arrive at the live remote learning class late will be marked tardy in Genesis with the time of log-in.**
- **Students who do not attend the live remote learning class will be marked absent in Genesis. Excused absences are listed on page 26.**

Dismissal from School Due to Emergency

Whether school is closed for the day or released early, the school system will make use of our parent notification system. Closing and delay information can also be found on the Montclair Public Schools website www.montclair.k12.nj.us.

Excused Daily Absences

An absence from class requires a written explanation from a parent/guardian and/or a phoned explanation as recorded by the Attendance office. Parents/guardians should call the attendance office by **9:00 a.m.** to report the reason for, and the expected duration of, the absence.

The following are considered excused absences:

- ✧ Religious observance (N.J.A.C. 6A:32-8.3(h));
- ✧ A college visit (up to 3 days per school year, only for students in grades 11 and 12);
- ✧ “Take Our Children to Work Day” (pursuant to the memo issued by the Commissioner to all districts on April 25, 2017) or other rule issued by the Commissioner;
- ✧ Participation in observance of Veterans Day (N.J.S.A. 18A: 36-13.2) or district board of election membership activities (N.J.S.A. 18A: 36-33); or
- ✧ The closure of a busing district that prevents a student from having transportation to the receiving school.

“Cumulative Days Present” is an element in NJ SMART defined as the number of school days a student is present (not absent) when the school is in session during the annual reporting period (July 1 through June 30) and the student is recorded under the guidance and direction of a teacher in the teaching process (N.J.A.C. 6A:32-8.3). Whether a student's absence is due to illness, disciplinary action, or other reason, the student may not be considered present at school unless home instruction is received.

School-sponsored education programs: A student participating in a school-sponsored educational program under the guidance and direction of a teacher, pursuant to N.J.A.C. 6A:32- 8.3, even if not located in the school, is considered present and in membership (e.g., field trip, structured learning experience, community-based instruction).

Out-of-School Suspensions

A student on out-of-school suspension is considered in membership and not present unless he or she receives home instruction as defined above. Students receiving short-term suspension must be provided with academic instruction that addresses the New Jersey Student Learning Standards within five days of the suspension. (N.J.A.C. 6A:16-7.2(a)5) Students receiving long-term suspension must be provided with educational services (academic instruction and support services) within five days of the suspension. (N.J.A.C. 6A:16-7.3(a)9)

Absences Before or After Prom

Students are expected to attend classes whenever school is open, including the days preceding and following proms. Prom will not serve as a valid excuse to miss school, and NO ATTENDANCE WAIVERS will be granted for students missing school due to plans before or after prom.

Truancy

Truancy means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any unexcused absence not listed above shall be an absence counted toward truancy.

Cuts (Unexcused Class Absences)

A cut is defined as being present in the school building but failing to report for instruction, without the specific approval of certified personnel, in the period and classroom assigned. Failure to report for instruction in the assigned period and classroom as a result of being tardy to school without a proper excuse is unexcused and may be considered a cut. Classes missed because a student is truant are classified as cuts.

During remote learning, a cut is defined as being present in one or more assigned live classes but failing to report for all assigned live classes, without the specific approval of certified personnel.

Reported Cuts

- ✧ When a student's absence from class appears to be a cut, the teacher will report the cut to administration and initiate a conference with the student to ascertain the reason for the absence. If the teacher believes that the absence should be classified as cutting, the teacher shall file a report with the Assistant Principal. This report shall contain an account of the teacher-student conference.
- ✧ The Assistant Principal or designee shall review the teacher's report and confer with the student. If a cut is confirmed, the Assistant Principal shall complete a verification form, file it in the student's record, notify the parent/guardian by mail and assign appropriate discipline measures as developed by the Principal and filed in the Superintendent's office. (R- 5200 (k))
- ✧ In the event a student accrues excessive absences requiring a review for credit, unexcused absences/cuts will weigh negatively in attendance committee review and recommendation.

Tardiness to Class

School begins each day at 8:00 a.m. 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. Students arriving late to school, during in-person or remote learning, should follow the procedure outlined above "Late Arrival to School". The teacher will mark the student tardy and is under no obligation to permit students to make up work missed or to dedicate extra help sessions to material covered when the student was not in attendance.

During in-person instruction, students arriving to class periods 2-8, should report directly to class.

Hall Passes

Hall Pass should be used anytime you sign out of a class to go anywhere in the building. 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 ends.

Daily Attendance Notification

In an effort to go green, Montclair High School will no longer mail home notifications for your child's loss of credit. In order to keep abreast of a student's credit status, please access the Parent Portal and utilize the School Messenger account.

Contact the guidance counselor to obtain a Parent Portal account to monitor attendance. Through School Messenger, there are a variety of options to receive email/text message notifications from Montclair High School.

If you have a new phone number and it is not in our system, please contact the Office of the Registrar to update your contact information.

Loss of Credit

All excused and unexcused absences are included in attendance records. A student whose absences exceed the limits specified in policy of the scheduled classes for each course may be denied credit for the course. Loss of credit will occur in all cases when a student has exceeded the following unexcused absences unless he or she successfully appeals the loss of credit:

Length	Credits	Days
Full year	5 & 6	18
Quarter (health)	1 & 1.25	5
Semester	2.5	9
3 quarters (Gym)	3.0 & 3.75	13

During remote learning the above attendance policy will apply.

Attendance Appeal Process

The Principal shall establish an Attendance Appeal Review Committee composed of the Assistant Principal, the Director of Student Personnel Services, a nurse, and a high school classroom teacher. It shall be the duty of the Attendance Appeal Review Committee to review the case of each student whose attendance violations appear to warrant the loss of credit for a course. The Attendance Appeal Review Committee shall meet as often as necessary.

Prior to making a recommendation, the Attendance office shall furnish the student with a copy of his/her attendance record upon which a determination will be made. The Attendance Appeal Review Committee shall provide the student with an opportunity to appeal his or her loss of credit and present testimony and/or documentary evidence in support of the appeal.

The Attendance Appeal Review Committee shall report its findings and recommendations to the Principal. In those cases where the Attendance Appeal Review Committee believes a credit loss should be imposed, it shall provide full documentation in making this recommendation to the Principal and Guidance office (R-5200- Attendance).

The appeal due dates are:

Quarter class ends on 11/17/2020--- appeal forms are due 11/24/2020

Semester class ends on 2/3/2021---- appeal forms are due 2/10/2021

Full-Year class ends on 6/24/2021--- appeal forms are due 6/17/2021 **

**Appeal decisions on full-year classes will be made upon completion of final exam.

Role of the Principal

Upon receipt of the recommendation of the Attendance Appeal Review Committee, the Principal shall act on the committee's determination. The Principal shall rule on the awarding or loss of credit after review of the documents, and then he/she shall report a final decision back to the Attendance Appeal Review Committee.

The student has the right to appeal a loss of credit to the Principal, to the Superintendent, and ultimately to the Board of Education. (R-5200 – Attendance)

Responsibility of the Parent(s) or Guardians(s) and Student

The parent(s) or guardians(s) and student who believes that there is a valid reason to have course credit reinstated can make a formal written request, using the Attendance Loss of Credit Appeal Form. Appeal forms must be submitted to the school counselor by designated due dates.

The appeals committee will render a decision by majority opinion. The committee chair will notify the parent/guardian of said decision.

In the case of a first semester course, the appeal decision shall be decided within two (2) weeks after the end of the first semester. In the case of a full year or second semester course, the appeal shall be decided after the final examinations have been administered. Seniors at risk of not graduating will be informed of their status at or before graduation practice.

As permitted by law, an aggrieved student, parent or guardian may appeal the decision to the Superintendent and the Montclair Board of Education.

Make-Up Assignments

Students are responsible for material covered and assigned in each class session, including sessions missed through absence or lateness. Work to be made up must be reviewed with the teacher. Satisfactory make-up work will be accepted for the achievement grades. Failure to make up assigned work will be a factor in determining the grade for the marking period. Make-up tests or quizzes must be taken within a reasonable time following an absence, to be determined by the teacher.

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

A student is allowed **two** days to make up assignments for each day's excused absence. However, if a student misses a test, quiz, or assignment due to an absence and was given two or more days or prior notification, he/she is expected to take the test, quiz, or hand in the assignment upon return to school.

Students who **cut** class will receive a failing grade, "0" for the class work, activities, tests or quizzes of the day and are not granted the opportunity to make these assignments up. The teacher is under no obligation to permit students who have cut to make up work missed or to dedicate extra help sessions to material covered when the student was cutting class.

The above procedures apply to both remote and in-person learning.

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 student's responsibility to take it to each teacher. 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.

Harassment, Intimidation, and Bullying

A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Harassment, intimidation, or bullying is unwarranted, aggressive behavior that may involve a real or perceived power imbalance. Since students 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.

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

- ✧ Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
- ✧ Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
- ✧ Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
- ✧ A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- ✧ Has the effect of insulting or demeaning any student or group of students; or
- ✧ Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

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

Please note the following Board Policy P-5512 which is available on the Montclair Public Schools website under District Board Policy

Sexual Harassment

Sexual harassment of students is prohibited. Sexual harassing conduct, which can include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature by an employee, by another student, or by a third party that is sufficiently severe, persistent or pervasive to limit a student's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment. (R-5751)

Grievance Procedure - The grievance procedure provides for prompt and equitable resolution of discrimination complaints, including complaints of sexual harassment. The grievance procedure provides the school district with a mechanism for discovering sexual harassment as early as possible and for effectively correcting problems. A student, parent or employee may file a grievance. (R-5751)

Drugs, Alcohol, and Anabolic Steroids

The Board prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds according to N.J.S.A. 18A:40A-9, 10, and 11.

A student who uses, possesses, or distributes alcohol or other drugs will be subject to discipline in accordance with the district's Code of Student Conduct. School authorities also have the authority to impose a consequence on a student for conduct away from school grounds in accordance with the provisions of N.J.A.C. 6A:16-7.5. Discipline may include suspension or expulsion. The Board will establish consequences for a student not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors.

Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs on school grounds, including on a school bus or at a school-sponsored function, shall report the matter as soon as possible to the principal and either the certified school nurse, the non certified nurse, the school physician or the substance awareness coordinator, pursuant to N.J.S.A. 18A:40A-12 and identified in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a), on school grounds shall report the matter in accordance with N.J.A.C. 6A:16-4.3(a)1.

- ✧ Parent(s) or guardian(s) shall be immediately notified.
- ✧ An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent of the student, the Principal, and the Superintendent in accordance with N.J.A.C. 6A:16-4.3(a)2 through 4.3(a)8 within twenty-four (24) hours of the referral of the student.
- ✧ When the medical examination is conducted by a physician selected by the parent, the examination shall be at the expense of the parent and shall not be at the expense of the district board of education.
- ✧ If the written report of the medical examination is not provided within twenty-four (24) hours of the referral of the student, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct.
- ✧ If the written report of the medical evaluation verifies that alcohol or other drugs do not interfere with the student's physical or mental ability to perform in school, the student shall be immediately returned to school. If there is a positive determination from the medical examination indicating the student's alcohol or other drug use interferes with his or her physical or mental ability to perform in school, the student shall be returned to the care of the parent as soon as possible. Attendance at school shall not resume until a written report has been submitted to the parent, Principal, and Superintendent from a physician licensed to practice medicine or osteopathy who has examined the student that verifies the student's alcohol or other drug use no longer interferes with his or her physical and mental ability to perform in school.

- ✧ Removal of a student with a disability shall be in accordance with N.J.A.C. 6A:14.
- ✧ While a student is at home because of the medical evaluation or after the student returns to school, an appropriately certified school staff member(s) will conduct an alcohol and other drug assessment of the student and a reasonable investigation of the situation and may initiate referral alcohol or other drug abuse treatment in accordance with N.J.A.C. 6A:16-4.3(a)12, 4.3(a)13, and 4.3(a)14.
- ✧ While the student is at home because of the medical examination or after his or her return to school, the principal or chief school administrator may recommend or require alcohol and other drug assessment of the student or evaluation by appropriately certified or licensed professionals to make a positive determination of a student's need for programs and services which extend beyond the general school program, as necessary. The findings of these additional evaluations alone shall not be used to prevent a student from attending school. Drug abuse treatment referral shall initiate a referral for alcohol or other drug abuse treatment.
- ✧ If at any time it is determined that the student's use of alcohol or other drugs presents a danger to the student's health and well- being, an individual who holds the Educational Services Certificate with the substance awareness coordinator endorsement or an individual who holds either a school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker or student personnel services endorsement on the Educational Services Certificate and is trained in alcohol and
- ✧ Disclosure to law enforcement authorities of the identity of a student in instances of alcohol and other drugs shall be in accordance with the requirements of N.J.A.C. 6A:16-4.3(a)3 and Regulation 5600.
- ✧ The Board may provide additional intervention and referral services for the student according to the requirements of N.J.S.A. 18A:40A-10 and N.J.A.C. 6A:16-8.

Anabolic Steroids

- ✧ Whenever any teaching staff member, certified or non-certified school nurse, or other educational personnel shall have reason to believe a student has used or may be using anabolic steroids, the person shall report the matter as soon as possible to the Principal and wither the certified or non-certified school nurse, the school physician or Substance Awareness Counselor (SAC) in accordance with N.J.A.C. 6A:16-4.3(b)1, Regulation 5600.
- ✧ The Principal or designee upon receiving such report shall immediately notify the parent and Superintendent and shall arrange for an examination of the student by a physician licensed to practice medicine or osteopathy selected by the parent as soon as possible to determine whether the student has been using anabolic steroids in accordance with N.J.A.C. 6A:16-4.3(b)2.
- ✧ If the physician chosen by the parent is not available to perform the examination, the examination shall be conducted by the school physician or other physician identified by the Principal.
- ✧ Disclosure to law enforcement authorities of the identity of students in instances of anabolic steroids shall be in accordance with the requirements of N.J.A.C. 6A:16-4.3(b)3, Regulation 5600.
- ✧ A written report of the examination shall be provided by the examining physician to the parent, Principal, and Superintendent.
- ✧ If it is determined the student has used anabolic steroids, an appropriately certified school staff member(s) shall interview the student and others to determine the extent of the student's involvement with and use of anabolic steroids and the possible need for referral for treatment in accordance with N.J.A.C. 6A:16-4.3(b)5, Regulation 5600.
- ✧ If the results of a referral for evaluation have positively determined the student's involvement with and use of anabolic steroids represents a danger to the student's health and well-being, an appropriately certified school staff member(s) shall initiate a referral for treatment to agencies and/or private practitioners as outlined in N.J.A.C. 6A:16-4.3(b)6, Regulation 5600.
- ✧ A school employee who seizes or discovers alcohol or other drugs, or an item believed to be a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall comply with the provisions of N.J.A.C. 6A:16-6.4, Regulation 5600.
- ✧ The Board will provide intervention, referral for evaluation, and referral for treatment services to those students that are affected by alcohol or other drug use in accordance with the provisions of N.J.A.C. 6A:16-4.1(c)7.
- ✧ Refusal or failure by a parent to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated as a policy violation of the Compulsory Education Act, pursuant to N.J.S.A. 18A:38-25 and 31, and child neglect laws, pursuant to N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11.

- ✧ Refusal or failure of a student to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated by the school district as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.1(c)2.

Smoking/Vaping

“Smoking” means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, or the inhaling or exhaling of smoke or vapor from an electronic smoking device pursuant to N.J.S.A. 26:3D-57.

“Electronic smoking device” means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product pursuant to N.J.S.A. 2A:170-51.4.

The Board prohibits smoking by students at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus.

The Board also prohibits the *possession* of any item listed in N.J.S.A. 2A:170-51.4 at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus. Such items will be confiscated and may be returned to the parent, upon request.

A student who violates the provisions of this Policy shall be subject to appropriate disciplinary measures in accordance with the Montclair High School Code of Conduct, may be subject to fines in accordance with law, and may be required to participate in additional educational programs to help the student understand the harmful effects of smoking and to discourage the use of tobacco products. These programs may include, but are not limited to, counseling, smoking information programs, and/or smoking cessation programs sponsored by this school district or available through approved outside agencies.

Weapons and Dangerous Instruments

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.

- ✧ A student convicted or found to be delinquent for possessing a firearm on any school property, on a school bus, or at a school-sponsored function or a student committing a crime with a firearm shall be immediately removed from the school's regular education program for a period of not less than one calendar year in accordance with Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act and Policy No. 5611.
- ✧ A student who assaults a member of the school community with a weapon other than a firearm on school property, on a school bus, or at a school-sponsored function must be immediately removed from the school's regular education program in accordance with Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act and Policy No. 5611.
- ✧ Removal of a student for reasons enumerated in this Regulation shall be in accordance with Policy and Regulation No. 5611.
- ✧ The Building Principal will immediately notify the student's parent(s) or legal guardian(s) if the student is found to be in possession of a firearm on school property or if a student commits an assault upon members of the school community with a weapon other than a firearm on school property.

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. Police may be summoned to the school by the Principal or, in the absence of the Principal, the staff member in charge of the school building. If the Principal or staff member in charge is not immediately available in an emergency situation, the police may be summoned by any staff member with direct knowledge of the emergency, who shall report his/her call to the Principal at the earliest possible time (Regulation 9320).

The Principal or his designee may inspect lockers, desks, and other storage facilities on school district property provided for use by students. The school Principal or designee is directed to conduct, without further notice, the regular inspection of such facilities provided to students for the storage of property. Whenever possible, a search will be conducted by the Principal in the presence of the student, the student's parent(s) or legal guardian(s) or a representative of the parent(s) or legal guardian(s), and a teaching staff member other than the Principal. The Principal shall conduct a student search on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the voluntary and knowing consent of the student or when the Principal has independent grounds to suspect the presence of an incriminating object.

The Principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of the informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The Principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student (N.J.S.A. 18A:36-19.2, 18A:37-6; Policy 5770).

Lockers

Each student is assigned a locker and will be held responsible for the general condition and cleanliness of the assigned locker. The school does not assume any responsibility for providing a lock for a student's locker nor responsibility for lost, stolen or damaged articles.

If a lock is placed or left on a locker that is not assigned to a student, the lock may be cut and the content of the locker removed and disposed.

Lockers are subject to random searches. Individual lockers may be searched for any reason determined by the Principal or designee ((N.J.S.A. 18A:36-19.2, 18A:37-6; Policy 5770). *Students are advised not to put anything in their locker they would not want the police or school officials to find.*

During remote and hybrid learning, students will not be assigned lockers.

Dress Code Philosophy

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

Our values are:

- ✧ All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- ✧ All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.
- ✧ Student dress code enforcement should not result in unnecessary barriers to school attendance.
- ✧ Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

Our student dress code is designed to accomplish several goals:

- ✧ Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- ✧ Allow students to wear clothing of their choice that is comfortable.
- ✧ Allow students to wear clothing that expresses their self-identified gender.
- ✧ Allow students to wear religious attire without fear of discipline or discrimination.
- ✧ Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- ✧ Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- ✧ Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- ✧ Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.

- ◇ Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Dress Code

Montclair High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

During remote learning, students are required to follow Montclair High School dress code policy.

Basic Principle: Certain body parts must be covered for all students at all times.

- ◇ Clothes must be worn in a way such that genitalia, buttocks, breasts, and nipples are fully covered with opaque fabric. However, cleavage should not have coverage requirements. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

Students Must Wear*, while following the basic principle above:

- ◇ A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- ◇ Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- ◇ Shoes

**Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).*

Students May Wear, as long as these items do not violate principles above:

- ✧ Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- ✧ Religious headwear
- ✧ Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff).
- ✧ Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- ✧ Ripped jeans, as long as underwear and buttocks are not exposed.
- ✧ Tank tops, including spaghetti straps; halter tops
- ✧ Athletic attire

Students Cannot Wear:

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

Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in above. Students in violation of dress code above will be provided three (3) options to be dressed more to code during the school day:

- ✧ Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
- ✧ Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
- ✧ If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.

School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.

Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:

- ✧ kneeling or bending over to check attire fit;
- ✧ measuring straps or skirt length;
- ✧ asking students to account for their attire in the classroom or in hallways in front of others;
- ✧ calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,
- ✧ accusing students of "distracting" other students with their clothing.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom.

Students who feel they have been subject to discriminatory enforcement of the dress code should contact the Principal or designee.

Distribution of Literature by Students

Independent Publications

Montclair High School respects the right of students to express themselves in written word or picture, or video image or computer-generated illustrations, and to distribute printed materials as part of that expression; at the same time, the exercise of that right is limited by the rights of other members of the school community.

“Printed materials” include any written or printed cards, letters, circulars, books, pamphlets, notices, newspapers, and similar materials but do not include any publication that is sponsored by this Board.

Certain printed materials are not protected by a student’s right of free expression because they violate the rights of others. The Board may identify and prohibit the distribution on school premises of printed materials that are prejudicial to an ethnic, national, religious, or racial group or to either gender; libel any person or persons; seek to establish the supremacy of a particular religious denomination, sect, or point of view over any other; advocate the use or advertise the availability of any substance or material that constitutes a direct and substantial danger to the health of students; contain obscenity or material otherwise deemed to be harmful to impressionable students; incite violence, advocate the use of force, or urge the violation of law or school regulations; advertise goods or services for the benefit of profit-making organizations; fail to identify the student responsible for distribution and the agent responsible for reproduction; solicit funds for non-school organizations when such solicitations have not been approved by the Board; or promote, favor, or oppose any candidate for election to the Board or the adoption of any bond issue, proposal, or questions submitted at any election.

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 or she 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.

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.

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.

Cafeteria

Freshmen and Sophomores may not leave campus during their lunch period. Students in grades 11-12 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 disturbances in the neighborhood, creating a hazard with improper use of autos or otherwise jeopardizing the policy by exercising poor judgment.

The cafeteria is open for lunch from 10:45 a.m. – 11:45 a.m.; it offers a place to socialize and to meet new students. This is an opportunity for students to demonstrate their respect for each other without adult intervention.

Students are not permitted to transport food from the cafeteria and eat in the classroom or office area unless authorized by the administration.

Students are expected to:

- ✧ Clear their tables and place garbage in appropriate recycling containers in various parts of the cafeteria.
- ✧ Follow the direction of security officers and other staff in authority
- ✧ Not throw food.
- ✧ Wait in line to be served.

Students who fail to comply with the cafeteria guidelines or violate MHS Code of Conduct may be subject to disciplinary action.

Assemblies and Assembly Etiquette

Assemblies are an important component of our school life. MHS assemblies provide entertainment, guidance, instruction and an opportunity to share in a common learning experience outside of the traditional classroom. Students are expected to demonstrate appropriate behavior and follow all school guidelines. Students are expected to be attentive and courteous. Unless otherwise stated, attendance is mandatory.

Lost and Found

Items that are left and found on campus are placed in the lost and found located in the main office. Students are also encouraged to check with security personnel.

Computer and Network Usage

Student Network Account

Each student is issued a student network ID. Students are not to share their passwords with anyone. It is the responsibility of the student to remember their network ID and password and to keep this information private.

To Utilize the Student Network:

- ❖ Turn on any district-owned PC, Chromebook, Apple device that is connected to the district network.
 - o PC: at the login screen **Press Ctrl + Alt + Delete**
 - o Apple: accept user agreement if applicable
- ❖ Enter your Student Network Identification
 - o *The student network ID is the first initial, last name and last 2 digits of graduation year. For example, Jane Doe graduates in 2018. Her network ID is jdoe18.*
 - o Chromebook: jdoe21@mpsdnj.us
 - o Apple: jdoe21
 - o PC: jdoe21
- ❖ Enter the temporary default password non-Chromebook device
 - o Initials then Birthdate (mmddyyy) (i.e., Jimmy Smith Birthdate: May 30, 1989 □ js05301989)
 - Google default password is Montclair1
- ❖ Each student is required to create a unique password to log onto the High School's network, please refer below to the **Student Password Utility**.
- ❖ Students experiencing difficulty signing into their accounts should report to the Office of Technology located in the Media Center for assistance.

Student Password Utility

Below is the process for **students** in grades 5-12 to reset their password without assistance from the Office of Technology. Before getting started please make sure that the following information is available.

- ❖ Student ID number.
- ❖ Your birth city (if born outside of USA then enter NonUSA).
- ❖ The date (mm/dd/yyyy) of your birthday.

If you enter the wrong answers five times within 30 minutes you have to wait an hour before you can try again. A password cannot be changed more than 5 times in 7 days. All passwords will reset except for Genesis.

To complete the change password process, use the link below:

<https://selfservice.montclair.k12.nj.us:9251/showLogin.ccor>

To reset Genesis, send an email to parentaccess@montclair.k12.nj.us

If the student's network account does not work, contact the High School Technology Team located in the Media Center.

Transferring Data

To transfer data from home to school computers, students should use their Google Drive account to upload data.

Standards for Use of Computer Networks (Policy 2361)

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 Director of Technology has the right to inspect and/or remove files from a student's folder and the student faces the possibility of losing privileges to computers and the network.

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- ✧ Using the computer networks/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- ✧ Using the computer networks/computers to violate copyrights, institutional or third-party copyrights, license agreements or other contracts.

Using the computer networks in a manner that:

- ✧ Intentionally disrupts network traffic or crashes the network;
- ✧ Degrades or disrupts equipment or system performance;
- ✧ Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
- ✧ Steals data or other intellectual property;
- ✧ Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
- ✧ Gains or seeks unauthorized access to resources or entities;
- ✧ Forges electronic mail messages or uses an account owned by others;
- ✧ Invades privacy of others;
- ✧ Posts anonymous messages;
- ✧ Possesses any data which is a violation of this Policy; and/or
- ✧ Engages in other activities that do not advance the educational purpose for which computer networks/computers are provided.

The following prohibited behavior and/or conduct using the school district's networks/computers, includes but is not limited to, the following:

- ✧ Sending or displaying offensive messages or pictures;
- ✧ Using obscene language and/or accessing material or visual depictions that are obscene;
- ✧ Using or accessing material or visual depictions that are child pornography;
- ✧ Using or accessing material or visual depictions that are harmful to minors including any pictures, images, graphic image files or other material or visual depictions that taken as a whole and with respect to minors;
- ✧ Cyberbullying;
- ✧ Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;
- ✧ Harassing, insulting, or attacking others;
- ✧ Damaging computers, computer systems, or computer networks/computers;
- ✧ Violating copyright laws;
- ✧ Using another's password;
- ✧ Trespassing in another's folders, work or files;
- ✧ Intentionally wasting limited resources;
- ✧ Employing the computer networks/computers for commercial purposes; and/or
- ✧ Engaging in other activities that do not advance the educational purposes for which computer networks/computers are provided.

Individuals violating this Policy shall be subject to the consequences as indicated in Board Policy and Regulation 2361 and other appropriate discipline, which includes but is not limited to:

- ✧ Use of computer networks/computers only under direct supervision;
- ✧ Suspension of network privileges;
- ✧ Revocation of network privileges;
- ✧ Suspension of computer privileges;
- ✧ Revocation of computer privileges;
- ✧ Suspension from school;
- ✧ Expulsion from school; and/or
- ✧ Legal action and prosecution by the authorities.

Student use of Privately-Owned Technology (Policy 2363)

Montclair High School staff recognizes technology is always changing and as a result of increased accessibility to technology many students possess technology devices for their use during non-school hours. These privately-owned devices may be beneficial to students during school hours for approved educational purposes. Therefore, students are allowed to use their privately-owned technology devices under conditions outlined in Policy 2363.

The use of privately-owned technology by a student in the educational program during the school day must be approved by the student's parent or legal guardian and the school teaching staff member responsible for supervising and/or providing the student's instructional program. A teaching staff member may approve a student's use of privately-owned technology based on the assignment(s) to the student. The teaching staff member may also prohibit the use of privately-owned technology for an assignment(s).

Students who use privately-owned technology in school will not be given access to the school district's computer server(s) or network(s). A student granted such permission must comply with school district policies and regulations regarding acceptable use of computers and technology. Any use of privately-owned technology by a student shall be in strict accordance with the teaching staff member's specific approval(s) and Board policies and regulations. Privately-owned technology used in violation of this policy may be confiscated. *Any violation will subject the student to appropriate discipline and/or grading consequences.*

The school district assumes no responsibility for any privately-owned technology brought to school by a student. The student shall be responsible for the proper operation and use of any privately-owned technology brought to school

Inappropriate Use of Cell Phone or Electronic Devices/ (Policy 5516)

The Board of Education believes students and/or school staff members should not be subject to **having a video or audio recording taken of any student(s) or school staff member(s) for any purpose without the consent of the student, the student's parent, and/or the school staff member.** In addition to protecting the privacy rights of students and school staff members, the Board recognizes such recordings can be disruptive to the educational program. In addition, inappropriate recordings of educational material, student assessment instruments, and/or student assessment reviews can be used to compromise the integrity of the district's educational program or lead to academic dishonesty in the event such recordings are stored and/or transmitted to other students.

“Electronic communication and recording device (ECRD)” include any device with the capability to audio or video record or is capable of receiving or transmitting any type of communication between persons. An ECRD includes, but is not limited to, cameras, cellular and wireless telephones, pagers/beepers, laptop computers, electronic readers, personal digital assistants (PDAs), two-way radios, portable fax machines, video broadcasting devices, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video, or still images, text, or other information.

An ECRD used in violation of this Policy will be confiscated by a school staff member or Principal or designee and the student will be subject to appropriate disciplinary action. (Policy 5516)

Academic Policies

Grading

All students are reminded that courses must be completed if a passing grade is to be given. Remember that your grade reflects your personal efforts in the areas of classroom participation, homework completion, and test, quiz, project 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).

Plagiarism

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.

Deliberate Plagiarism

- ✧ “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.”
- ✧ “Summarizing or paraphrasing someone else’s ideas without acknowledging your debt in a source citation.”
- ✧ “Handing in as your own work a paper you have bought, copied off the Web, had a friend write, or accepted from a student.”

Accidental Plagiarism

- ✧ “Forgetting to place quotation marks around another writer’s words.”
- ✧ “Carelessly omitting a source citation for a paraphrase.”
- ✧ “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. Plagiarism is a serious

academic offense. Students are expected to submit work that represents their thinking.

All parties to plagiarism are considered equally guilty. If you share your coursework with another student and he or she 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.

MHS Graduation Requirements (Policy 5460)

The Board of Education will recognize the successful completion of the secondary school instructional program by the award of a State-endorsed diploma certifying the student has met all State and local requirements for high school graduation. 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.

A graduating student must have earned a minimum of 122 (four-year high school: no fewer than one hundred twenty-two credits) credits in courses designed to meet all of the New Jersey Core Curriculum Content Standards including, but not limited to, the following credits:

- ❖ 20 (At least twenty) credits in language arts literacy aligned to grade nine through twelve standards;
- ❖ 15 (At least fifteen) credits in mathematics, including Algebra I or the content equivalent (“content equivalent” is defined at N.J.A.C. 6A:8-1.3) including geometry or the content equivalent; and a third year of mathematics that builds on the concepts and skills of algebra and geometry and that prepares students for college and 21st century careers;
- ❖ 15 (At least fifteen) credits in social studies, including satisfaction of N.J.S.A. 18A:35-1 and 18A:35-2; five credits in world history; and the integration of civics, economics, geography, and global content in all course offerings;
- ❖ 15 (At least fifteen) credits in science, including at least five credits in laboratory biology/life science or the content equivalent; one additional laboratory/inquiry-based science course, which shall include chemistry, environmental science, or physics; and one additional laboratory/inquiry-based science course;
- ❖ 3.75 (At least three and three-quarters) credits in health, safety, and physical education during each year of enrollment, distributed as one hundred fifty minutes per week, as required by N.J.S.A. 18A:35-5, 7, and 8;
- ❖ 5 (At least five) credits in visual and performing arts;
- ❖ 5 (At least five) credits in world languages or student demonstration of proficiency as set forth in N.J.A.C. 6A:8-5.1(a)2ii(2);
- ❖ 2.5 (At least two and one-half) credits in financial, economic, business, and entrepreneurial literacy;

- ✧ Technological literacy, consistent with the Core Curriculum Content Standards, integrated throughout the curriculum;
- ✧ 5 (At least five) credits in 21st century life and careers, or career-technical education; and
- ✧ Electives as determined by the high school program are sufficient to total a minimum of 35.75 (must be at least one hundred twenty-two; 122 per MHS BOE).

As defined in N.J.A.C. 6A:8-1.3, “credit” means the award for the equivalent of a class period of instruction which meets for a minimum of forty minutes, one time per week during the school year or as approved through N.J.A.C. 6A:8-5.1(a)2.

The high school graduation credit requirement may be met in whole or in part through program completion of a range of experiences that enable students to pursue a variety of personalized learning opportunities, as follows:

Additional Graduation Requirements

- ✧ Attendance requirements as indicated in Policy and Regulation 5200;
- ✧ Any statutorily mandated requirements for earning a high school diploma; and
- ✧ Any Statewide assessment graduation requirements as determined by the New Jersey Department of Education, and as outlined in C. below.

State Assessment Graduation Requirements

On June 5, 2019, the New Jersey Department of Education (NJDOE) updated the high school graduation assessment requirements in both English Language Arts/Literacy (ELA) and mathematics for the Classes of 2019 through 2022, pursuant to an amended Consent Order from the Appellate Division of the Superior Court of New Jersey. Important Update for Class of 2020: Governor Murphy signed Executive Order 117 on April 7, 2020 to address the continued threat of the Novel Coronavirus (COVID-19) to our school communities and the resulting school closures.

The high school assessment graduation requirements that are in place for the Classes of 2021 and 2022 are:

In English Language Arts/Literacy, students must demonstrate proficiency:

1. On NJSLA/PARCC ELA 10; or
2. By meeting the designated cut score on an alternative assessment such as other high school-level NJSLA/PARCC assessments, the SAT, ACT, or ACCUPLACER as defined in the chart below; or
3. By submitting, through the district, a student portfolio appeal to the New Jersey Department of Education.

In mathematics, students must demonstrate proficiency:

1. On NJSLA/PARCC Algebra I; or
2. By meeting the designated cut score on an alternative assessment such as other high school-level NJSLA/PARCC assessments, the SAT, ACT, or ACCUPLACER as defined in the chart below; or
3. By submitting, through the district, a student portfolio appeal to the New Jersey Department of Education. Proficiency levels/cut scores for the Classes of 2021 and 2022 are specified in the next section.

Note: Special Education students, whose Individualized Education Plans (IEPs) specify an alternative way to demonstrate proficiencies, will continue to follow the graduation assessment requirements set forth in their IEPs.

The Class of 2023 and Beyond

The NJDOE is committed to providing fair notice to students and educators and will continue to collaborate with stakeholders to transition to the next generation of statewide assessments.

ELA and Mathematics Assessment Graduation Requirements for the Classes of 2019, 2020, 2021, and 2022

This document reflects the high school graduation assessment requirements for the Classes of 2019, 2020, 2021, and 2022, pursuant to an amended Consent Order received by the NJDOE from the Appellate Division of the Superior Court of New Jersey on June 5, 2019.

The requirements for the Class of 2019, including the cut scores, remain unchanged from the requirements that were applied to the Classes of 2017 and 2018. These requirements now apply to the Classes of 2020, 2021, and 2022.

Pathways Available	English Language Arts/Literacy (ELA)	Mathematics
First Pathway: <i>Demonstrate proficiency in the high school end-of-course NJSLA/PARCC assessments in ELA-10 and/or Algebra I</i>	NJSLA/PARCC ELA Grade 10 \geq 750 (Level 4)	NJSLA/PARCC Algebra I \geq 750 (Level 4)
Second Pathway: <i>Demonstrate proficiency in English language arts and/or mathematics by meeting the designated cut score on one of the alternative assessments</i>	NJSLA/PARCC ELA Grade 9 \geq 750 (Level 4), <i>or</i> NJSLA/PARCC ELA Grade 11 \geq 725 (Level 3) <i>or</i> SAT Critical Reading (taken before 3/1/16) \geq 400, <i>or</i> SAT Evidence-Based Reading and Writing Section (taken 3/1/16 or later) \geq 450, <i>or</i> SAT Reading Test (taken 3/1/16 or later) \geq 22, <i>or</i> ACT Reading or ACT PLAN Reading ¹ \geq 16, <i>or</i> ACCUPLACER WritePlacer \geq 6, <i>or</i> ACCUPLACER WritePlacer ESL \geq 4, <i>or</i> PSAT10 Reading or PSAT/NMSQT Reading (taken before 10/1/15) \geq 40, <i>or</i> PSAT10 Reading or PSAT/NMSQT Reading (taken 10/1/15 or later) \geq 22, <i>or</i> ACT Aspire Reading ¹ \geq 422, <i>or</i> ASVAB-AFQT Composite \geq 31	NJSLA/PARCC Geometry \geq 725 (Level 3), <i>or</i> NJSLA/PARCC Algebra II \geq 725 (Level 3) <i>or</i> SAT Math (taken before 3/1/16) \geq 400, <i>or</i> SAT Math Section (taken 3/1/16 or later) \geq 440, <i>or</i> SAT Math Test (taken 3/1/16 or later) \geq 22, <i>or</i> ACT or ACT PLAN Math ¹ \geq 16, <i>or</i> ACCUPLACER Elementary Algebra \geq 76, <i>or</i> Next-Generation ACCUPLACER Quantitative Reasoning, Algebra, and Statistics (QAS) (beginning January 2019) ² \geq 255, <i>or</i> PSAT10 Math or PSAT/NMSQT Math (taken before 10/1/15) \geq 40, <i>or</i> PSAT10 Math or PSAT/NMSQT Math (taken 10/1/15 or later) \geq 22, <i>or</i> ACT Aspire Math ¹ \geq 422, <i>or</i> ASVAB-AFQT Composite \geq 31
Third Pathway: <i>Demonstrate proficiency in English language arts and/or mathematics through Portfolio Appeals</i>	Meet the criteria of the NJDOE Portfolio Appeal for ELA	Meet the criteria of the NJDOE Portfolio Appeal for Math

¹ Test is no longer administered but can be used for the graduating year.

² Beginning on **Monday, January 28, 2019**, classic ACCUPLACER tests were no longer available. QAS replaced ACCUPLACER Elementary Algebra.

For questions or concerns, please reach out to assessment@doe.nj.gov.

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 the link for Genesis-Parents or Genesis-Students.

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 or her course work. Report cards are also available by hard copy from the school counselors. ***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.***

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

A=	90 – 100	I =	Incomplete
B=	80 - 89	AU =	Audit
C=	70 – 79	NC =	No Credit
D=	60 - 69	WP =	Withdraw Passing
F=	0 - 59	WF =	Withdraw Failing
		P =	Passing
		M =	Medical

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. Interim reports are also available by hard copy from the school counselors. Parents are encouraged in general to contact counselors and teachers as needed, but particularly when an interim report is posted.

Schedule Change Procedures

Student schedules were released on Monday, August 24th. Students and parents were asked to review schedules and submit requests for changes by Sunday, August 30th at 11:59pm. Due to decreased room capacities related to social distancing guidelines, requests for changes after Sunday, August 30th may not be possible. Requests for schedule changes beyond Sunday, August 30th will be reviewed by administration on an individual basis.

Withdrawal from Courses

Any student intending to withdraw from a **full-year course** must do so according to the following guidelines:

- ✧ The withdrawal must be done by the end of the first semester (**February 3, 2021**) in order for the course to be removed from the transcript.
- ✧ 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 4th – April 20, 2021**) 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 (**April 21, 2021**). 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 **half-year** course must do so according to the following guidelines:

- ✧ The withdrawal must be done by the end of the first quarter (**November 17, 2020**) 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
- ✧ If the withdrawal is done during the first half of the 2nd quarter (**November 18, 2020 – December 22, 2020**) 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 (**December 23, 2020**) or the midpoint of the 4th quarter for a spring course (**May 20, 2021**). Any withdrawal after these dates will be recorded as an **F**.

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 25, 2020**. 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 25, 2020**.

A copy of each contract will be given to the subject matter assistant principal. A list of students contracting for Honors will be given to the Director of School Counseling. The above information will be entered for each student in Genesis 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 School Counselor by the end of the academic year in which the course is taken.

Auditing Courses (*This option is 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 coursework. 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, October 9, 2020. Requests after this date will not be honored. Each application will be evaluated on a case-by-case basis.

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.

Implications of the Audit Option

Under no circumstances can academic credit be given an auditor, nor, can an audited course be converted into an accredited 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 school 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 school 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 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. 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 and thus the more attractive the student will be to a college. Class rank will be reported to colleges in 5% groupings, i.e. top 5%, top 10%, top 15%, etc.

Class ranking includes only courses taken in grades nine to twelve at Montclair High School. 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. Courses taken outside of Montclair High School 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.

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, Classwork, Quizzes	2 Days
Tests	3-4 Days
Projects	1 Week
Major Essays & 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)*

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	B and D
Business Education	A and C
English Language Arts	A and C
Foreign Language	B and D
Health/Driver Education	A and C
Industrial Arts	B and D
Mathematics	A and C
Music	C and D
Practical Arts	C and D
Physical Education	A and C
Science	B and D
Social Studies	B and D
*Lab assessments can be given on lab days.	

Department Test Days During Remote Learning *(other than midterm and final exams)*

Monday/Tuesday	Thursday/Friday
Math ELA 21st Century PE/Health/Driver's Education	Science Social Studies Visual & Performing Arts World Language

Textbooks

Textbooks are the responsibility of the student. Students often forget about books that were not returned in earlier years. A student who 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 Department 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

Remediation

Montclair High School recognizes the need for students to earn credits through alternate programs. Remedial credit can be earned through the list of approved programs below. Students are encouraged to discuss summer school options with their school counselor.

Approved List of Programs

In-Person Classes

- ✧ Clifton High School, Clifton, New Jersey
- ✧ Newark Academy, Livingston, New Jersey
- ✧ Wayne Summer School, Wayne, New Jersey: Northern Region Educational Services Commission

Online Programs:

- ✧ New Jersey Virtual School: www.njvs.org
- ✧ Educere: www.educere.net

School-Based, Blended Programs:

- ✧ Edgenuity Courses with MHS Certified Teacher assigned

Students are to submit an External Coursework Approval form to their counselor for approval prior to enrolling.

Advancement

Students may earn credit to satisfy prerequisites for higher level courses. Credit is not awarded for rising 9th grade students.

- ✧ 120 hours completed for courses taken for advancement
- ✧ Students are to submit an External Coursework Approval form to their counselor for approval prior to enrolling.
- ✧ **All** external courses must be completed by **August 15**, prior to the beginning of the school year.
- ✧ Students are **required to take and score an 85% or higher on a district final exam** for placement purposes.



Montclair HS External Course Request Form

Team Office: _____ Counselor Name: _____

Student: _____

Last Name First Name Grade Request Date

Name of Institution Providing Course: _____

Is this program accredited? Yes No If yes, by whom? _____

Course Name: _____ Course Level: _____ Credits: _____

Course Description (*can be attached*) _____

I am requesting this course for the following purpose: (Check all that apply)

To meet a **Graduation Requirement** To obtain **Credits**

To **Transfer Credit** from another School For **Advancement** (120 hours)

____ Other (Explain): _____

By signing below you acknowledge that this course is eligible for credits only and will NOT be calculated in the MHS GPA:

Student Signature _____ Date _____

Parent Signature _____ Date _____

OFFICE USE ONLY

Decision: _____ Approved _____ Denied

Principal Signature _____ Date _____

Reviewed by: ___ Guidance Director ___ Assistant Principal ___ Director of Curriculum

Course Name to be entered in system _____

Transcript Received: Grade Earned: _____ Credits Approved: _____ Level _____

Date Entered in system: _____

Initials: _____ Comments: _____

*Submit Form to Student's Guidance Counselor at:
Montclair High School Guidance Office, 100 Chestnut Street, Montclair, NJ 07042 or email
the Secretary to the Director of Guidance, Susan Iakne, siakne@montclair.k12.nj.us.
For questions please contact: Director of Guidance, Dustin Bayer,
Telephone: 973.509.4118
Email: dbayer@montclair.k12.nj.us*

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.

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 addressed on a case-by-case basis by the Director of School Counseling.

There may be occasions when a student transfers at midyear; his or her 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 $\frac{1}{2}$ or $\frac{1}{4}$ year course work will be evaluated on a case-by-case basis.

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.

Please note credit will be awarded from the institution the student completed their coursework.

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 Program is designed to provide Seniors with diversified learning experiences that bridge 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 one credit for the successful completion of their internship. Their CIP experience will be graded as follows:

- ❖ CIP Internship: Attendance & Weekly Journals
- ❖ CIP Seminars: Attendance & Seminar Reflection
- ❖ CIP Summative Assessment: Creation & Presentation of a Final Project

Eligibility

Students must pre-qualify in order to apply for participation in CIP. 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 completed
- ❖ Satisfactory Academic Standing in all classes (Final grade of a C or higher by May 14, 2021)
- ❖ Satisfactory Discipline Record (Suspensions, Multiple Discipline Infractions, and/or Bullying are causes for student ineligibility.)
- ❖ All obligations must be met. (Athletic equipment, textbook, cafeteria, and library book fines)
- ❖ Attendance eligibility for participation in the Career Internship Program as of May, 14, 2021.

Length	Credits	Days
Full year	5 & 6	18
Quarter (health)	1 & 1.25	5
Semester	2.5	9
3 quarters (Gym)	3.0 & 3.75	13

NOTE: Although a parent note validates that an absence is not truancy or a cut, it is still considered an absence.

College Application Policy

A student will be allowed transcript requests free of charge. All requests for transcripts must be given to the team 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

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 2021.

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.

Code of Conduct Philosophy

Montclair High School is committed to providing an environment where teaching and learning take place every day in safe and orderly schools, and where students, school staff and administrators are valued and can succeed.

Schools are safe when they have:

- A clear vision that the entire school community supports and owns.
- Instructions that reach all students and address their academic and behavioral needs.
- Supports for students who are dealing with serious challenges in their homes and communities.
- Training and resources for teachers, staff and students so that they can resolve conflicts peacefully and respectfully.
- Clear rules that everyone in the school understands and enforces.
- Support from parents and communities.

To make sure that schools are safe for students, Montclair High School believes that:

- The school community (students, parents, guardians, school staff and principals) must work together to prevent inappropriate or disruptive behavior by encouraging good behavior and giving students a variety of opportunities to explore their interests.
- When students engage in inappropriate or disruptive behavior, school staff and principals should use a variety of interventions to teach students appropriate behavior and correct any harm that resulted from the behavior.
- In rare cases where students are suspended or expelled from school because of inappropriate or disruptive behavior, students may be provided with schoolwork to complete or be referred to other educational settings where they will continue to learn.

In order to create a positive learning environment for all students, it is necessary to establish clear behavioral expectations for everyone in Montclair High School to follow. Montclair High School's 2020-2021 Code of Conduct is based on six principles. Listed below, these principles provide an important foundation to guide behavior, both individually and in interpersonal relationships. If students abide by these principles, they will contribute to a positive learning environment.

Principles:

1. I respect others and myself. I am kind and courteous. I demonstrate positive verbal and nonverbal communication and positive behavior.
2. I am responsible for my behavior and its consequences.
3. I come to school on time, focused and prepared to work.
4. I demonstrate behaviors that promote a clean, safe and civil learning environment.
5. I respect school property and the property of others.
6. I present myself in an appropriate and orderly fashion at all times and in all settings.
7. I demonstrate personal honor and integrity at all times.

Rights and Responsibilities of the School Community

Student Rights and Responsibilities

Students have the right to:

1. Attend school and receive a free and appropriate public education from age five to 21, as provided by law.
2. Be taught in a safe learning environment.
3. Be treated courteously, fairly and respectfully by other students and school staff.
4. Receive a written copy of select district and school policies and procedures at the beginning of the school year.
5. Bring complaints or concerns to the school principal or staff.
6. Be told, orally and in writing, the reason(s) for any disciplinary decisions.
7. Have a parent or guardian attend applicable disciplinary conferences and hearings.
8. Have school staff or an administrator present when police are called, and have a parent or guardian notified of the nature of the investigation and other details as appropriate, unless the situation involves child abuse or neglect.

Students have the responsibility to:

1. Attend school daily, be prepared for class and complete assignments to the best of their ability.
2. Know and obey school rules and instructions given by the school principal and staff.
3. Tell school staff about any dangerous behavior or activity that occurs on school grounds, or off school grounds that may result in disruption to the educational setting.
4. Bring only those materials to school that are allowed.
5. Behave respectfully toward everyone in the school community.
6. Keep parents or guardians informed of school-related issues.

Staff and Principal Rights and Responsibilities

School staff and principals have the right to:

1. Work in a safe and orderly environment.
2. Be treated courteously, fairly and respectfully by students, parents or guardians and other school staff.
3. Communicate concerns, suggestions and complaints.
4. Receive professional and supportive development training.
5. Receive the necessary resources for quality instruction.

School staff and principals have the responsibility to:

1. Attend work daily, be punctual and use well-planned, creative and engaging instructional plans every day.
2. Maintain safe and orderly schools by using prevention and intervention strategies, and by following Montclair High School's code of conduct.
3. Be respectful and courteous to students, parents and guardians serving as role models for students.
4. Be knowledgeable about the policies and regulations, and to enforce them fairly and consistently.
5. Be knowledgeable about federal and state laws and regulations about the disciplinary process for students with disabilities.
6. Communicate policies, expectations and concerns, and respond to complaints or concerns from students and parents or guardians in a timely manner and in a language they understand.
7. Make sure that students are referred to the appropriate committees, departments, offices, divisions, agencies and organizations when outside support is necessary.
8. Keep parents and guardians informed of student academic progress and behavior, create meaningful opportunities for their participation and regular communication in a language they understand.
9. Provide makeup work for students with lawful absences, including those students who are absent for disciplinary reasons.
10. Participate in required professional development opportunities.

Parent and Guardian Rights and Responsibilities

Parents and guardians have the right to:

1. Be actively involved in their children's education.
2. Be treated courteously, fairly and respectfully by all school staff and principals.
3. Get information about the policies and procedures that relate to their children's education.
4. Get regular reports, whether written or oral, from school staff regarding their children's academic progress or behavior, including but not limited to report cards, behavior progress reports and conferences.
5. Receive information and prompt notification of inappropriate or disruptive behaviors by their child, and any disciplinary actions taken by school staff or principals.
6. Receive information about due process procedures for disciplinary matters concerning their child, including information on conferences and appeals.
7. Receive information from staff about ways to improve their child's academic or behavioral progress, including but not limited to counseling, tutoring, after-school programs, academic programs and mental health services within Montclair Public Schools and the community.
8. Receive information about services for students with disabilities and English Language Learners when applicable.
9. Receive communications through translators provided.

Parents and guardians have the responsibility to:

1. Make sure their child attends school regularly and on time, and let schools know why their child is absent.
2. Tell school officials about any concerns or complaints in a respectful and timely manner.
3. Work with school staff and principals to address any academic or behavioral problems their child may experience.
4. Support Montclair High School by being a role model for their child, talking with their child about school and expected behavior.
5. Read and become familiar with the policies, administrative regulations and this code of conduct.
6. Give updated contact information to Montclair High School and their child's individual school needs.
7. Give their child a space to complete their academic tasks and allow participation in after-school programs.
8. Be respectful and courteous to staff, other parents, guardians and students while on school premises

Associated Responses and Intervention Strategies

To help students conduct themselves appropriately, Montclair High Schools 2020-2021 Code of Conduct provides a list of prevention and intervention strategies that may be used prior to or in addition to any associated responses to student behavior.

Examples of prevention and intervention strategies may include:

- **Behavioral Intervention Plan:** A proactive plan designed by school staff to correct inappropriate or disruptive student behavior through positive behavioral interventions, strategies and supports. This plan is appropriate for students with and without disabilities.
- **Community Conferencing:** Allows students, school staff and others involved in a conflict to discuss the conflict, how it affected them and to propose solutions
- **Community Service:** Allows students to participate in some sort of activity to serve and benefit the community. Examples include working at a soup kitchen, cleaning up public spaces, helping at a facility for the aged, etc.
- **Conference:** Involves students, parents, guardians, teachers, school staff and principals in discussion about student misbehavior and potential solutions that address social, academic and personal issues related to the behavior.
- **Conflict Resolution:** Conflict resolution empowers students to take responsibility for peacefully resolving conflicts. Students, parents, guardians, teachers, school staff and principals engage in activities that promote problem-solving skills and techniques, such as conflict and anger management, active listening and effective communication.
- **Functional Behavior Assessment (FBA):** Involves gathering information about a student's inappropriate or disruptive behavior and determining approaches that school staff should take to correct or manage student behavior. This information is used to develop a Behavioral Intervention Plan for the student. (ONLY AVAILABLE TO STUDENTS WITH 504 PLAN OR IEP)
- **Referral to Child Study Team (CST):** Groups of individuals who are responsible for identifying and evaluating students with disabilities; developing, reviewing and revising IEPs for students with disabilities; Functional Behavior Assessments and Behavior Intervention Plans; and determining the placement of students with disabilities in a least restrictive environment.
- **Mentoring Program:** Students are paired with mentors (a counselor, teacher, fellow student or community member) who helps their personal, academic and social development.
- **Parent Outreach:** Requires school staff to inform parents or guardians of their children's behavior and seek their assistance in correcting inappropriate or disruptive behavior. Parent outreach can include a request for parents to accompany students to school via written or telephone communications that keep them aware of the student's behavior, task completion and achievement.
- **Peer Mediation:** This is a form of conflict resolution in which students help other students deal with and develop solutions to conflicts.
- **Referral to Appropriate Substance Abuse Counseling Services:** Students with behavior related to substance abuse or when there is reason to believe substance abuse counseling is needed, are referred to school-based or community-based services.
- **Referral to Community-Based Organizations:** Students can be referred to community-based organizations for a variety of services, including afterschool programming, individual or group counseling, leadership development, conflict resolution and tutoring.
- **Referral to School-Based Health and Mental Health Clinics or Other Social Services:** These services provide counseling and assessments to students in need. Students are encouraged to privately share issues or concerns that lead to inappropriate or disruptive behavior or negatively affect academic success. In counseling sessions, students discuss goals and learn techniques that help them overcome personal challenges.
- **Referral to Restorative Justice Team:** These are interventions designed to identify and address the harm caused by an incident, and to develop a plan to heal and correct the situation.

- **Referral to Intervention and Referral Services (I&RS) Team:** Usually consists of teachers, school principals, social workers, nurses, mental health clinicians, psychologists, who help develop prevention and intervention techniques and alternative strategies that ultimately lead to student success. When student behavior requires intervention, parents, school staff and the principal may request that the I&RS develop a plan to address the behavior.

In certain circumstances, associated responses that remove students from the classroom or school environment may be necessary. In these cases, Montclair High School's goal is to make sure that students continue their education, learn how to behave appropriately and correct any harm they may have caused.

Responses include:

- **Short-Term Suspension:** The removal of a student from school for up to but not more than 10 school days.
- **Extended Suspension:** The temporary removal of a student from school for a specified period of time longer than 10 school days but not more than 45 school days. A student may be referred for extended suspension if his or her presence in school presents a danger or severe disruption, additional time is needed to further investigate the incident or a recommendation to expel the student has been made.
- **Expulsion:** The removal of a student from his or her regular school for more than 45 school days. A student may only be recommended for expulsion if an extended suspension is inadequate to address the behavior; the behavior has seriously endangered the health, welfare or safety of other students or school personnel; or the student's continued presence in the school constitutes a significant safety risk. An expulsion may be permanent if the behavior results in serious injury or places others in substantial risk of serious injury or death.
- **Alternative Educational Setting:** This setting can be inside or outside a school that enables students with IEPs to continue to progress in the general curriculum, and to continue to receive special education, related services and accommodations needed to meet the goals of their IEPs.

Montclair High School's Code of Conduct identifies certain inappropriate or disruptive behaviors that may be considered a danger to the health, safety and welfare of the school community. When these behaviors occur Montclair Police must be notified. If and when school staff or principals take steps to contact school police, parents or guardians of the affected student must be notified immediately.

Use of the Code of Conduct for Off-site Behavior

The code of conduct applies to all students and school personnel at all times while they are on Montclair Public School's property during school hours, before and after school, while traveling on vehicles funded or owned by Montclair Public Schools and at any school-sponsored event, including field trips. Incidents that occur off school grounds are generally not addressed by Montclair Public Schools or its code of conduct, except for those incidents that occur during students' regular route to and from school, in school-sponsored activities or within a reasonable time before and after school or school activities or when it is reasonably necessary for the student's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. 2. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. The consequence shall be handled in accordance with the district board of education's approved code of student conduct, N.J.S.A 6A:16-7.5.

If it has been determined that students have engaged in cyberbullying during non-school hours and the behavior seriously impacts the climate and safety of other students in the school, Montclair Public Schools may implement intervention or disciplinary responses included in its code of conduct.

Youth in Crisis

The New Jersey Crisis Hotline, 2nd Floor is a 24-hour toll-free hotline 1-888-222-2228 designed to meet the needs of troubled young persons and youth in crisis. The Hotline provides help for problems such as drug and alcohol abuse, physical and sexual abuse, depression, loneliness, relationship difficulties and many other issues.

Inappropriate and Disruptive Behaviors Levels of Response

When students are disruptive or act inappropriately, school staff and principals respond logically, appropriately and consistently. Montclair High Schools 2020-2021 Code of Conduct divides the responses to inappropriate and disruptive behaviors into four levels. Each inappropriate or disruptive behavior is assigned to one or more levels of intervention and responses. School staff and principals should use only the levels suggested below for each behavior. If the inappropriate or disruptive behavior is assigned to two or more levels, then the lowest level of intervention and disciplinary response should be used first. For example, if a student refuses to follow directions, school staff and principals should first use intervention strategies and responses in Level 1 before moving to Level 2.

When school staff and principals respond to student misbehavior, they are expected to consider the age, health, decision-making ability and disability or special education status of the student; the appropriateness of the student's academic placement; the student's prior conduct and record of behavior; the student's willingness to repair the harm; the seriousness of the offense and the degree of harm caused; and the impact of the incident on the school community

Levels of Interventions and Disciplinary Responses

Level 1	<p>Non-Violent, Uncooperative, Disruptive Behaviors.</p> <p>These interventions aim to teach and correct alternative behavior so students can learn and demonstrate safe and respectful behavior. Staff are encouraged to try a variety of teaching, classroom management, and intervention strategies.</p>
	<ul style="list-style-type: none"> ● Contact Parent Via telephone, E-mail ● Parent Teacher Conference ● Verbal Correction ● Daily Progress Sheet on Behavior ● Reminders and Redirection ● Teacher Detention ● Teacher Student Conference and Reflection ● Seat Change <p>*Record of parent contact and/or conference maintained by staff.</p>
	<p>These interventions often involve support staff, both school-based and within the broader community, and aim to engage the student’s support system to ensure successful learning and consistency of interventions, and change the conditions that contribute to the student’s inappropriate or disruptive behavior.</p> <ul style="list-style-type: none"> ● Parent or Guardian notification ● Short-term Behavioral Progress reports ● Mentoring Program ● Behavioral intervention Plan ● Peer mediation ● Referral to I&RS Team ● Functional Behavioral Assessment ● Referral to Community organization ● Referral to School-Based Restorative Justice Team. Restorative Justice Practice is not a consequence for disruptive behavior rather a level of intervention to address the harm. <p>*Record of parent contact and/or conference maintained by staff.</p>
Level 2	<p>Non-Violent, Disruptive, Disorderly Behaviors (or > 5 Tier 1 Incidents)</p> <p>These interventions can involve the school administration and aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school.</p>
	<ul style="list-style-type: none"> ● Parent or Guardian notification ● Restorative Justice Strategies ● School and Community Service ● Loss of Privileges ● Restitution ● Parent/Teacher Conference ● Teacher Detention ● Administrator detention/after school detention/ Saturday, if teacher has already issued 2 or more detentions for the same concern. ● Conflict Resolution ● Peer mediation ● Referral to I&RS and when needed IEP team ● Community Conferencing ● Mentoring ● Referral to School-Based Restorative Justice Team. Restorative Justice Practice is not a consequence for disruptive behavior rather a level of intervention to address the harm. <p>*Record of parent contact and/or conference maintained by teacher.</p>

<p>Level 3</p>	<p>Harmful, and/or Habitual Behaviors</p> <p>These interventions may involve the removal of a student from the school environment because of the severity of the behavior. The duration of the suspension, if issued, is to be limited as much as practicable while adequately addressing the behavior.</p> <ul style="list-style-type: none"> ● Parent or Guardian notification ● Suspension (1-5 days) ● Referral to I&RS ● Referral to Substance Abuse Counseling ● Referral to the Twilight and Credit recovery Program ● Referral to IEP team (Students with disabilities) ● Revision to IEP (Students with disabilities) as needed ● Develop FBA and BIP ● Referral to Community Organizations ● Loss of Privileges ● Referral to Mental Health Support ● Referral to Substance Abuse Counseling ● Referral to School-Based Restorative Justice Team. Restorative Justice Practice is not a consequence for disruptive behavior rather a level of intervention to address the harm. ● Administrator issued detention/after school detention/ Saturday detention <p>*Record of parent contact and/or conference maintained by teacher or administrator.</p>
<p>Level 4</p>	<p>Injurious, Harmful, and/or Habitual Behaviors</p> <p>These interventions involve the removal of a student from the school environment because of the severity of the behavior. They may involve the placement of the student in a safe environment that provides additional structure to address behavior. These interventions focus on maintaining the safety of the school community and ending self-destructive and dangerous behavior.</p> <ul style="list-style-type: none"> ● Parent or Guardian notification ● Suspension (5-10+ days) ● Functional Behavioral Assessment ● Community Conferencing ● Referral to Community Organizations ● Expulsion (serious behavioral infractions) ● Referral to IEP team (Students with Disabilities) for Manifestation Determination ● Alternative Educational Placement ● Behavioral Intervention Plan ● Referral to Substance Abuse Counseling ● Referral to School-Based Restorative Justice Team. Restorative Justice Practice is not a consequence for disruptive behavior rather a level of intervention to address the harm. ● Referral to Mental Health Support <p>*Record of parent contact and/or conference maintained by the administrator.</p>

Inappropriate and Disruptive Behaviors and Levels of Response

Key: Use lowest level indicated first

Level 1: Classroom Support and Intervention and Referral Services -may be appropriate when a student has no prior incidents and interventions have not been put in place.

Level 2: Intensive Support Staff and Appropriate Administration – may be appropriate when supports have been put in place in the classroom to address behavior but the behavior has continued to negatively impact the learning of the student and others

Level 3: Suspension and Referral – may be appropriate when interventions and supports have been put in place but the behavior is escalating (repeated offenses).

Level 4: Suspension, Expulsion, and Referral – may be appropriate when a student's behavior seriously impacts the safety of others in the school.

Inappropriate or Disruptive Behavior	Level 1	Level 2	Level 3	Level 4	Must be Referred to School Resource Officer
Absences					
• Unexcused Absence from School	x				
• Persistent or Excessive Absences from School	x	x			
• Habitual Truancy	x	x	x No suspension		
Academic Dishonesty					
• Students receive a failing grade “(0)”for the assignment. o Cheating o Plagiarism	x	x			
Alcohol					
• Under the Influence		x*	x*		x
• Using, Possessing, Distributing, Selling			x* (1-5 days OSS)	x*	x

***School staff is required to refer students to appropriate substances abuse counseling. Students, lockers, desks and other storage facilities on school district property may be subject to search. Students will be reported to the School Resource Officer. See MBOE Drug and Alcohol Policy, Search and Seizure Policy (5530, 5770)**

If a student is non-compliant with drug/alcohol testing and treatment DCPP will be notified.

ALL STUDENTS FOUND UNDER SUSPICION OF USING, POSSESSING, OR DISTRIBUTING DRUGS, ALCOHOL, OR VAPING DEVICES WILL BE SEARCHED . ANY ITEMS CONFISCATED WILL BE GIVEN TO THE SCHOOL RESOURCE OFFICER. REFUSAL TO SEARCH WILL RESULT IN SCHOOL RESOURCE OFFICER NOTIFICATION.

Inappropriate or Disruptive Behavior	Level 1	Level 2	Level 3	Level 4	Must be Referred to School Police
Assault- Attack on Student					
• No Injury		x	x		
• Bodily Injury			x	x	x
Bullying					
• Conduct, including verbal, physical or written conduct, or electronic communication that is threatening or seriously intimidating and substantially disrupts or interferes with the orderly operation of a school or the rights of other students (refer to district Harassment, Bullying, and Intimidation Policy). A Harassment, Bullying and Intimidation investigation may be conducted.			x	x	
Bus Violations					
• Minor disruption on the bus (e.g., eating, drinking, standing, etc.)	x	x			
• Serious disruption on the bus		x	x If suspension is issued, 1 day maximum after other levels of response/intervention have been implemented.		
Class Cutting					
• 1-4 offense(s)	x				
• 4-5 offenses		x			
• > 5 offenses		x			
Classroom Disruption					
• Behaviors that distract students from learning	x	x			
Defiance of Authority or Insubordination (Non-Violent or Non-Physical)					
• Failure to follow directions	x	x			
• Failure to respond to school staff	x	x			

Inappropriate or Disruptive Behavior	Level 1	Level 2	Level 3	Level 4	Must be Referred to School Police
Disruptive Behavior(s)					
<ul style="list-style-type: none"> Making inappropriate gestures, symbols, comments, or using profane or offensive language targeted at individual(s). 	x	x	X If suspension is issued, 1 day maximum after all other levels have been implemented.		
<ul style="list-style-type: none"> Using verbal insults, misleading or giving false information to school staff. 	x	x	X If suspension is issued, 1 day maximum after all other levels have been implemented.		
Dress Code Violation					
<ul style="list-style-type: none"> Refer to dress code standards in the student handbook. 	x	x			
Drugs or Controlled Substances					
<ul style="list-style-type: none"> Under the influence 		x*			x
<ul style="list-style-type: none"> Possessing 			x* (1-5 days OSS)	x*	x
<ul style="list-style-type: none"> Distributing or selling 				x*	x
<p>*School staff is required to refer students to appropriate substances abuse counseling. Students, lockers, desks and other storage facilities on school district property may be subject to search. Students will be reported to the School Resource Officer. See MBOE Drug and Alcohol Policy, Search and Seizure Policy (5530, 5770)</p> <p>If a student is non-compliant with drug/alcohol testing and treatment DCPD will be notified.</p> <p>ALL STUDENTS FOUND UNDER SUSPICION OF USING, POSSESSING, OR DISTRIBUTING DRUGS, ALCOHOL, OR VAPING DEVICES WILL BE SEARCHED . ANY ITEMS CONFISCATED WILL BE GIVEN TO THE SCHOOL RESOURCE OFFICER. REFUSAL TO SEARCH WILL RESULT IN SCHOOL RESOURCE OFFICER NOTIFICATION.</p>					
Electronic Device Use at Unauthorized Times					
<ul style="list-style-type: none"> On first infraction, students must only be given a warning. Only after a first infraction can the student be subject to Level 1 responses. <p>On second infraction, parent notification must occur.</p>	x	x			

Inappropriate or Disruptive Behavior	Level 1	Level 2	Level 3	Level 4	Must be Referred to School Police
Electronic Smoking Device					
• Possession of electronic smoking device		x*	x*		x
• Use of electronic smoking device		x*	x*		x
<p>*School staff is required to refer students to appropriate substances abuse counseling. Students, lockers, desks and other storage facilities on school district property may be subject to search. Students will be reported to the School Resource Officer. See MBOE Drug and Alcohol Policy, Search and Seizure Policy (5530, 5770)</p> <p>If a student is non-compliant with drug/alcohol testing and treatment DCPD will be notified.</p> <p>ALL STUDENTS FOUND UNDER SUSPICION OF USING, POSSESSING, OR DISTRIBUTING DRUGS, ALCOHOL, OR VAPING DEVICES WILL BE SEARCHED . ANY ITEMS CONFISCATED WILL BE GIVEN TO THE SCHOOL RESOURCE OFFICER. REFUSAL TO SEARCH WILL RESULT IN SCHOOL RESOURCE OFFICER NOTIFICATION.</p>					
Extortion					
• Taking or attempting to take from another money or property by threat of force, expressed or implied.			x	x	x
Failure to Attend Detention					
Teacher or Administrator Issued	x	x			
Saturday Detention		x	x If suspended, no more than 1 day.		
Fighting					
• Physical aggression with another student (minor confrontation such as shoving or verbal confrontation that does not result in injury)	x	x*			
• Minor fighting (e.g. may include incidents resulting in minor injury) Mutual engagement in a physical confrontation. Both participants will be classified as offenders.		x*	x* If either student presents injury. (1-5 day OSS)		x If either student presents injury.
<p>*If students are uninjured Parents and students will be requested to engage in Restorative Justice Practices (RJP) to address the physical and emotional harm that fighting causes. RJP is not a consequence rather a level of intervention to address the harm.</p>					

Inappropriate or Disruptive Behavior	Level 1	Level 2	Level 3	Level 4	Must be Referred to School Police
Gambling					
<ul style="list-style-type: none"> Requiring the use of money or exchangeable goods 	x	x			
Hallway Misbehavior					
<ul style="list-style-type: none"> Disruptive behavior/Loitering 	x	x			
Hate Speech					
<ul style="list-style-type: none"> Abusive or threatening speech or writing that expresses prejudice against a particular group, especially on the basis of race, religion, or sexual orientation. 		x* (1 st offense)	x* (2 nd offense) (1-5 days OSS)	x* (3 or more offenses) (5-10 days OSS)	x
<p>*Parents and students will be requested to engage in Restorative Justice Practices (RJP) to address the physical and emotional harm that the use of hate speech causes. RJP is not a consequence rather a level of intervention to address the harm.</p> <p>A Harassment, Bullying and Intimidation investigation may be conducted.</p>					
Inciting or Participating in Disturbance					
<ul style="list-style-type: none"> Causing a large disruption to the atmosphere or order outside of the classroom. 			x**	x**	x
<p>**If harm or injury occurs, level of response will be level 3 and may include a suspension, then level 4 and police will be notified, as needed.</p>					

Inappropriate or Disruptive Behavior	Level 1	Level 2	Level 3	Level 4	Must be Referred to School Police
Inhalants					
• Under the influence		x	x*		x
• Possessing			x (1-5 day OSS)	x (5-10 day OSS)	x
• Distributing or selling				x (5-10 days OSS)	x
<p>*School staff is required to refer students to appropriate substances abuse counseling. Students, lockers, desks and other storage facilities on school district property may be subject to search. Students will be reported to the School Resource Officer. See MBOE Drug and Alcohol Policy, Search and Seizure Policy (5530, 5770)</p> <p>If a student is non-compliant with drug/alcohol testing and treatment DCPP will be notified.</p> <p>ALL STUDENTS FOUND UNDER SUSPICION OF USING, POSSESSING, OR DISTRIBUTING DRUGS, ALCOHOL, OR VAPING DEVICES WILL BE SEARCHED . ANY ITEMS CONFISCATED WILL BE GIVEN TO THE SCHOOL RESOURCE OFFICER. REFUSAL TO SEARCH WILL RESULT IN SCHOOL RESOURCE OFFICER NOTIFICATION.</p>					
Physical Contact with School Personnel					
• Unintentional physical contact with school personnel	x	x			
• Attack against school personnel; physically attacking an employee of Montclair High School or other adult, including striking a staff member who is intervening in a fight or other disruptive behavior.				x (5-10 days OSS)	x

Inappropriate or Disruptive Behavior	Level 1	Level 2	Level 3	Level 4	Must be Referred to School Police
Property Damage					
• Minor or accidental damage (less than \$50)	x	x			
• Damage to another person's or school property (\$50-\$500)		x	x No suspension		
• Damage to another person's or school property (over \$500)			x Maximum 1 day suspension		x
In all cases of property damage students/guardians will be expected to provide restitution to the victim.					
Serious Bodily Injury					
• Causing substantial risk of death or causing permanent or serious disfigurement, loss of function of any part of the body, or impairment of the function of any part of the body.				x (5-10 days OSS)	x
Sexual Assault or Offense					
• Forced sexual act				x* (5-10 days OSS)	x
*Staff is required to refer students to SAC, CST and AP. Students will be reported to the School Resource Officer. DCPD notified, if applicable.					
Sexually-Based Infractions					
• Sexual Harassment (e.g. unwelcome sexual advances, other inappropriate verbal, written, or conduct of a sexual nature)			x* (1 st offense, no suspension)	x* (5-10 days OSS)	x
• Sexual Activity or Sexual Misconduct (e.g. indecent exposure, engaging in sexual activity, etc.)			x*	x* (5-10 days OSS)	x
*Staff is required to refer students to SAC, CST and AP. Students will be reported to the School Resource Officer. DCPD notified, if applicable.					
Tardiness					
• Persistent or excessive tardiness to class or school	x	x			

Inappropriate or Disruptive Behavior	Level 1	Level 2	Level 3	Level 4	Must be Referred to School Police
Technology Acceptable Use Policy Violation					
• Please refer to technology policy in the student handbook.	x	x			
Threat Against the Safety of the School					
• Bomb Threat or any other event that would cause an evacuation, lockdown or closure of the school.				x (5-10 days OSS)	x
• Fire Setting/Arson				x (5-10 days OSS)	x
• False Activation of a Fire Alarm			x	x (5-10 days OSS)	x
Threat Against School Personnel					
• Written or Verbal threatening or aggressive language or gesture directed toward school personnel.		x	x (If suspended 1-5 days)	x (5-10 days OSS)	x
Threat Against Student (s)					
• Written or Verbal threatening or aggressive language or gesture directed toward a student (s)		x	x (If suspended 1-5 days)	x (5-10 days OSS)	x
Theft (Personal or School Property)					
• Less than \$500		x	x		x
• Greater than \$500			x		x
Interventions listed are in addition to restitution to the harmed party.					
Tobacco Possession or Use					
• Possession of a cigarette lighter	x	x			
• Cigarette smoking on school grounds or during school events.	x	x			
*School staff is required to refer students to SAC					

Inappropriate or Disruptive Behavior	Level 1	Level 2	Level 3	Level 4	Must be Referred to School Police
Trespassing					
<ul style="list-style-type: none"> Being on school property without permission, including while suspended or expelled, includes breaking and entering. 		x	x	x (5-10 days OSS)	x
Unauthorized Departure from Class/School					
<ul style="list-style-type: none"> Student leaving class or school without permission 	x	x			
Violation of Technology Policy					
*Refer to Technology Policy located in student handbook.					
Weapons, Firearms, and Explosives					
<ul style="list-style-type: none"> Explosives: Possession, sale, distribution, detonation, or threat of detonation of an incendiary or explosive material or device including firecrackers, smoke bombs, flares, or any combustible or explosive substance or combination of substance of articles, other than a firearm. 				x (5-10 days OSS)	x
<ul style="list-style-type: none"> Firearms: Possession of a firearm. 				x (5-10 days OSS)	x
<ul style="list-style-type: none"> Other guns: Possession of any gun, loaded or unloaded, operable or inoperable, including any object that is the same in fashion as a gun, other than a firearm (e.g., BB guns, pellet guns, water guns, etc.) 				x (5-10 days OSS)	x
<ul style="list-style-type: none"> Other weapons: Possession of any implement which could cause bodily harm, other firearm, or other gun. 				x (5-10 days OSS)	x

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. 9TH -12th GRADERS - 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.

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 the Athletic Director.
 - 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 Athletic Director. Once the form is reviewed by the Athletic Director the student will be reinstated to the athletic program.
 - c. During the suspension the student and his/her parents will meet with the Athletic Director 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-athletes 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 Athletic Director to be considered for reinstatement.
 - iv. A review committee consisting of the Athletic Director, 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:

- | | |
|---------------------------|--|
| 1 st Violation | Season of 12 games or more – 2 game suspension
Season of 12 games or less – 1 game suspension |
| 2 nd 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 Athletic Participation

The following process must be followed to register your child(ren) for sports at Montclair High School.

Please log onto your Parent Access account and go to the Forms Tab.

- ✧ Please remember: DO NOT share your password with your child. Do not allow your child to log onto your account.
- ✧ Click on the form called “Fall Sports 2019-20” *example*
 - Please review the first four questions on the form.
 - Click on the link and review the document displayed.
 - After reading the document click on the “Selected” check box to the right of the question for the following forms.
 - NJSIAA’s Steroid testing policy.
 - Sports-Related Concussion and Head Injury Fact Sheet.
 - Sudden Cardiac Death Pamphlet.
 - Opioid Use and Misuse educational fact sheet.
 - Review the NJSIAA Steroid testing Policy, and choose yes to consent to random testing.
 - Read the district's Athletic Code of Conduct, and choose “Yes” that you and your child will abide by its provisions.
 - Choose the sport your child wants to play from the dropdown menu.
 - Click the green box called “Update Answers”.
 - Click the Finalize check box.
 - Click Ok when asked are you sure you want to finalize this form?
 - Click update answers.
 - If you do not answer all of the questions on the form, the form will not be accepted and your child will not be signed up for the sport they wish to play.
- ✧ Click on the form called “**Health History Update Questionnaire – Fall 2019-20 Sports Season**”.
 - Choose the date of your child’s last Physical Exam.
 - If you do not remember the date, you can go to the Athletic Tab to see the date of your child’s last physical.
 - Enter the sport your child would like to play.
 - Answer the nine questions on the form.
 - Be sure to provide an explanation for any questions you answered “Yes” to.
 - Click the green box called “Update Answers”.
 - Click the Finalize check box.
 - Click Ok when asked are you sure you want to finalize this form?
 - Click Update Answers
 - If you do not answer all of the questions on the form, the form will not be accepted and your child will not be signed up for the sport they wish to play.
- ✧ You will have to hand in the full medical packet (4 forms) to the secretary of the athletic office, Kim Covello. You must have a valid physical in order to play sports.

Academic Eligibility for Athletic and ExtraCurricular 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 fall and winter sports upon entry into the high school. To be eligible for the second semester (spring sports) they must be passing 15 credits.

Sophomore, Junior and Senior Eligibility

- ✧ Students in grades 10 - 12 are eligible for the first semester (fall and winter sports) if they have earned 30 credits from the previous school from the 4th quarter (fall sports) or the 1st quarter (winter sports).
- ✧ Students in grades 10 - 12 are eligible for the second semester (spring sports) if they have earned 15 credits from the fall semester
- ✧ **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 student's 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



2020-2021

Clubs and Extracurricular 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.

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: pscarpello@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 Office of Student Services. If you have any questions about existing clubs or questions about starting a new club, please contact Mrs. Mirta E. Alsina, Assistant Principal at malsina@montclair.k12.nj.us .

Announcements

Announcements will be e-blasted to all students daily.

Athletic Teams

Practice Starts approximately twenty days prior to the first scheduled game. All Physicals, Parent Permission, Code of Conduct, Steroids forms must be submitted to the Health Office 4 weeks prior to the start of season for each season a sport is played. All athletes must have a valid IMPACT test. This test is valid for 2 years. Please visit the 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	Head Coach
Cheerleading Coed	JaNeice Jenkins j27niecej@gmail.com
Cross Country Boys	Daryl Washington runningmounties@gmail.com
Cross Country Girls	Daryl Washington runningmounties@gmail.com
Field Hockey Girls	Mary Pat Mercuro Mpandeimo2@aol.com
Football Boys	John Fiore jfiore@montclair.k12.nj.us
Gymnastics Girls	Lauren Kruse laurenkreusee@gmail.com
Soccer Boys	Toure Weaver tourewearer@hotmail.com
Soccer Girls	Ashely Hammond ashley@cpsoccer.us
Tennis Girls	Guy Rabner g_rabner@hotmail.com
Volleyball Girls	Pam Reilly preilly@montclair.k12.nj.us

Winter Sports	Head Coach
Basketball Girls	Ed Connell econnell@montclair.k12.nj.us
Basketball Boys	Gary Wallace gwallace@montclair.k12.nj.us
Bowling Boys	Ken Schnitzer kschnitzer@montclair.k12.nj.us
Bowling Girls	Ken Schnitzer kschnitzer@montclair.k12.nj.us
Cheerleading Coed	JaNeice Jenkins J27niecej@gmail.com
Ice Hockey Coed	Mark Janifer mark@tei.io
Swimming Boys	Ed Koeningsfest ekoeningsfest@montclair.k12.nj.us
Swimming Girls	Ed Koeningsfest ekoeningsfest@montclair.k12.nj.us
Track and Field Boys	Daryl Washington runningmounties@gmail.com
Track and Field Girls	Mike Kornegay Mskornegay180@yahoo.com
Wrestling Boys	Eugene Kline ekline@montclair.k12.nj.us

Spring	Head Coach
Baseball Boys	Ron Gavazzi rgavazzi@montclair.k12.nj.us
Crew Coed	Lorna Rundle lorarundle@hotmail.com
Golf Coed	Ken Schnitzer kschnitzer@montclair.k12.nj.us
Lacrosse Boys	Mike Diehl Mpdiehl29@gmail.com
Lacrosse Girls	Kim Kolodney kkolodney@montclair.k12.nj.us
Softball Girls	Mike Goldstein Mikefm76@gmail.com
Tennis Boys	Guy Rabner G_rabner@hotmail.com
Track and Field Boys	Daryl Washington runningmounties@gmail.com
Track and Field Girls	Ciara Stewart Ciarastewart0829@gmail.com
Volleyball Boys	Pam Reilly preilly@montclair.k12.nj.us

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.

Clubs and Activities

Please visit our club and activity Google Site for a complete list of clubs and advisors.

<https://sites.google.com/mpsdnj.us/mhs-extracurricular-clubs/academic-clubs>

Awards

Montclair High School 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

Service Awards are self-nominating awards for documented service performed above and beyond the required standards, or completed under the student's own initiative. It is important for students who enter Montclair High School to have knowledge of the rich legacy of service by our students.

Any student is eligible for a Service Award if they have performed a service to the school and/or community. Some students may perform service for charitable organizations, religious affiliation, clubs or other civic organizations. However, 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.

It is important for students who enter Montclair High School to have knowledge of the rich legacy of service by our students. The only way for students to qualify for a Gold Pin in their senior year is to have received a service award during their freshman year (Service Pin), sophomore year (Bronze Pin) and junior year (Silver Pin) at Montclair High School. Previous Service awards are a prerequisite when selecting Owl Pin recipients in senior year. Four years of service is encouraged for consideration as an Owl Pin recipient. The prestigious **MHS Award Winner** (one senior each year) is selected from the Owl Pin recipients. The bronze plaques of MHS Winners beginning at the turn of the century to the present are displayed in the hallway outside of the Main Office. Service Pins have been awarded at MHS since the early part of the 20th century.

In order for a student to be considered, he/she must submit a self-nomination form for their service. Blank forms can be downloaded from the MHS website or picked up in the Guidance Department. Several reminder emails, along with the self-nomination form, will be sent to all MHS students beginning in January.

- Students should first complete the top part of the form.
- For outside organizations, the student submits the form to the sponsor/mentor of the organization where the service was performed
- For service in a school sponsored activity or club, the student submits the form to the advisor of the club or activity
- Forms will not be considered unless they are completed and signed by an advisor/sponsor
- A separate form should be completed for each qualifying activity.

It is the student's responsibility to pick up completed form(s) and submit them to the school by placing in the Blue Box labeled Self-Nomination Forms located in the Principal's Office by the deadline of April 20, 2020.

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 to the welfare of the school and community and commendable initiative in attempting solution of problems.

The MHS Award

MHS has always 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 responsibility to turn in service award forms on time is the students.



MONTCLAIR HIGH SCHOOL
 100 Chestnut Street – Montclair, NJ 07042
 Awards Program – Self-Nomination Form
 2020-2021



The top half of this form is to be filled out by the student

Remember to use a separate form for each service activity and please **PRINT CLEARLY**

Student's First Name: _____ Student's Last Name _____ Grade: _____

Student's Address: _____ Zip Code _____

_____ Have you previously received a HIGH SCHOOL service award: Yes No
 Community Program or Club/Activity

Minimum service hours required for each school year

Note: the hours have been reduced by one-half for 2020

Year 1 – Between 5-10 hours (service pin) Year 2 – Between 10-20 hours (bronze pin) Year 3 – Between 15-30 hours (silver pin) Year 4 – Between 20-40 hours (gold pin)

When this form is completed by the advisor, the student is responsible for returning the form to the Blue Box in the Principal's Office by April 23, 2021

******THIS FORM WILL NOT BE ACCEPTED IF STUDENTS WRITE BELOW THIS LINE******

Community Program or Club/Activity _____ Advisor/Sponsor's Name _____

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

Please check the frequency of the activity: One-time Daily Weekly Monthly

Other (Explain _____)

Is the service through: Montclair High School Activity Community Program/Activity

Notice to advisor/sponsor:

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 and SIGNATURE below

Total number of hours served past 12 months: _____ (please estimate to the best of your recollection rather than estimating, e.g. 40+) Please use other side if necessary ... →

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

Advisor/Sponsor's Signature: _____ Date: _____