

Morris Hills High School

Home of the
Scarlet Knights



2011-2012

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PRINCIPAL'S MESSAGE

Dear Students,

Welcome to those of you beginning your first year and those of you returning to Morris Hills High School. We are pleased to have you here. Our dedicated faculty will continue providing educational opportunities which promote success and prepare you for the future. High school is an important stepping stone in your adolescent years as you begin to move forward toward adulthood.

This handbook answers many of the questions you may have about the rules and responsibilities here at Morris Hills. We encourage you to review it each year and continue to refer to it throughout the school year. It can be a useful tool in answering questions about our school and the Morris Hills Regional District.

All of us here at the high school look forward to assisting you toward achieving your academic goals. Remember, here at Morris Hills High School, "we help those who help themselves". So put your best foot forward, work hard, and enjoy the upcoming school year.

We are always open to suggestions you might have, so feel free to drop us a note or come in to see an administrator or counselor throughout the school year. Thank you.

Respectfully,

Joseph Cacciaguida

Joseph Cacciaguida
Principal

HOME AND SCHOOL ASSOCIATION

The Home and School Association would like to welcome you and your child to Morris Hills High School. The H&SA goal is to support the Morris Hills administration, staff, and students by offering various programs throughout the school year. Our main source of fundraising is our annual Tricky Tray held in April. We rely on membership to make this event a success. Please join us at our monthly meetings. They are held the first Thursday of the month in the teachers lounge at Morris Hills beginning at 7:00. We welcome any new ideas you may have. Thank you and together we can make a difference!

HOME AND SCHOOL MEETINGS 2011 - 2012

September 8th - Thursday
October 6th - Thursday
November 3rd - Thursday
December 1st - Thursday
January 4th - Wednesday
February 2nd - Thursday
March 1st - Thursday
April 12th - Thursday
May 2nd - Wednesday

HOME AND SCHOOL ASSOCIATION BOARD

President	Alice Becker	973-627-4484
1st Vice President	Liane Yanas	973-664-0602
2nd Vice President	Colleen Reardon	973-627-8832
Secretary	Toni Dennehy	973-328-0410
Treasurer	Lynn Ferrante	973-586-9269

MORRIS HILLS REGIONAL DISTRICT GOALS FOR 2020

Morris Hills Regional District will develop a personalized learning experience through a comprehensive and diverse curriculum that empowers all students to become meaningful contributors to a global society through innovative instructional practices and authentic measures for assessing understanding.

Morris Hills Regional District will promote and facilitate standards-based professional development that is relevant to all stake holders and responds to emerging needs. Targeted areas include, but are not limited to, developing effective teaching skills that meet the specific needs of all learners, infusing technology throughout instruction and infrastructure, fostering collegial relationships that advance learning communities, and providing the appropriate resources to empower life-long learners.

Morris Hills Regional District will encourage a relationship between the district and community that incorporates parental, student, and community involvement to promote mutual support for instructional volunteer endeavors. Within this learning community, the district will provide an environment that is physically and emotionally secure.

Morris Hills Regional District will empower the entire community to respect and celebrate the diverse strengths and experiences of each individual in the global community through civic service and an appreciation of various perspectives with an emphasis on personal integrity, ethical responsibility, team-building, persistence, and accountability.

Morris Hills Regional District will provide resources for efficient integration of technology into its school curriculum through economically and environmentally responsible means while connecting to the global community and facilitating intercultural collaboration.

Morris Hills Regional District will appropriately and responsibly allocate fiscal resources to provide all students with an effective learning environment. The district will seek alternative funding, share resources and services, and pursue viable opportunities to reduce the tax burden on the district's residents without compromising the quality of education.

EMERGENCY SCHOOL CLOSING

During an unforeseen emergency, such as a snowstorm, the decision to close school will be made by the Chief School Administrator. **Regular TV channels 2, 4, 5, and 7, or cable TV Channel 12 (News12 NJN) and radio stations WOR (710 AM), WDHA (105.5 FM), WMTR (1250 AM),** will carry the school closing announcements. Please be careful to distinguish among West Morris Regional High School, Rockaway Borough, Rockaway Township, and Denville Schools. School will be in session unless MORRIS HILLS REGIONAL DISTRICT OR MORRIS KNOLLS HIGH SCHOOL IS MENTIONED SPECIFICALLY.

This information may also be accessed on the district web site at: **www.mhrd.k12.nj.us**

Parents and guardians will be notified of school closings and delays via the automated School Messenger System.

For any emergency closing the day missed will be repeated. For example, if school is closed on an "A-Day" the next school day will be an "A-Day".

DELAYED SCHOOL OPENING

If the occasion should arise that we would have a delayed school opening, school should begin TWO HOURS later than normal school beginning time. Bus pickup will be TWO HOURS later than normal time.

2011 - 2012 Bell Schedules

REGULAR BELL SCHEDULE

<u>BLOCK</u>	<u>TIME</u>
1 & 5	8:05-9:36 (91 min)
2 & 6	9:40-11:08 (88 min)
3A & 7A Lunch Class	11:12-11:56 (44 min) 12:00-1:30 (90 min)
3B & 7B Class Lunch Class	11:12-11:56 (44 min) 12:00-12:42 (42 min) 12:46-1:30 (44 min)
3C & 7C Class Lunch	11:12-12:42 (90 min) 12:46-1:30 (44 min)
4 & 8	1:34-3:02 (88 min)
BUS DEPARTURE	3:12

HALF DAY BELL SCHEDULE

<u>BLOCK</u>	<u>TIME</u>
1 & 5	8:05-9:05 (60 min)
2 & 6	9:09-10:09 (60 min)
3A & 7A Lunch Class	10:13-10:43 (30 min) 10:47-11:47 (60 min)
3B & 7B Class Lunch Class	10:13-10:43 (30 min) 10:47-11:13 (26 min) 11:17-11:47 (30 min)
3C & 7C Class Lunch	10:13-11:13 (60 min) 11:17-11:47 (30 min)
4 & 8	11:51-12:51 (60 min)
BUS DEPARTURE	1:01

DELAYED OPENING BELL SCHEDULE

<u>BLOCK</u>	<u>TIME</u>
1 & 5	10:05-11:10 (65 min)
2 & 6	11:14-12:15 (61 min)
3A & 7A Lunch Class	12:19-12:49 (30 min) 12:53-1:57 (64 min)
3B & 7B Class Lunch Class	12:19-12:49 (30 min) 12:53-1:23 (30 min) 1:27-1:57 (30 min)
3C & 7C Class Lunch	12:19-1:23 (64 min) 1:27-1:57 (30 min)
4 & 8	2:01-3:02 (61 min)
BUS DEPARTURE	3:12

ASSEMBLY BELL SCHEDULE

<u>BLOCK</u>	<u>TIME</u>
1 & 5	8:05-9:21 (76 min)
2 & 6	9:25-10:38 (73 min)
3A & 7A Lunch Class	10:42-11:24 (42 min) 11:28-12:56 (88 min)
3B & 7B Class Lunch Class	10:42-11:24 (42 min) 11:28-12:10 (42 min) 12:14-12:56 (42 min)
3C & 7C Class Lunch	10:42-12:10 (88 min) 12:14-12:56 (42 min)
4 & 8 Class Homeroom Assembly	1:00-2:13 (73 min) 2:17 2:20-3:02 (42min)
BUS DEPARTURE	3:12

C DAY SCHEDULE

<u>BLOCK</u>	<u>TIME</u>
1	8:05-8:52 (47 min)
2	8:56-9:38 (42 min)
3	9:42-10:24 (42 min)
4	10:28-11:10 (42 min)
5A (some C)	11:14-11:56 (42 min)
5B (some C)	12:00-12:42 (42 min)
6	12:46-1:28 (42 min)
7	1:32-2:14 (42 min)
8	2:18 - 3:02 (44 min)
BUS DEPARTURE	3:12

THE STORY OF MORRIS HILLS

Morris Hills High School, with its modern comprehensive curriculum, stands today as evidence of the foresight, planning, cooperation, hard work, and courage of many citizens and educators in the area who as far back as the late thirties saw the need for growth in terms of school system. The increase in birthrate, the construction of new homes, the expansion of old industry and the addition of new, the demand for a wider variety of high school courses and subjects and the rise in educational costs in both receiving and sending districts were among the reasons why the Boards of Education were interested in studying the proposal for a regional high school that would best serve the needs of their high school youth.

From the March 7, 1949 public discussion meeting on the organization of the regional district until October 29, 1949, when it was submitted to the voters, much work was done by educators and community leaders resulting in an affirmative vote of 2675 to 318 for the formation of the districts.

Since the first Board of Education was appointed by Mr. William H. Mason, Morris County Superintendent of Schools, to begin the solution of the problems of the district, many Board members have given their valuable time towards the welfare of Morris Hills. Some of the problems that had to be solved by the Board of Education were selections of a site, kind and size of building, curriculum, financing, transportation, equipment, staff, textbooks, and policy regulations.

The first site was approved on June 16, 1950. Mr. Nathan Gifford, Superintendent of Morris Hills Regional High School, was selected July 1, 1950 to act as supervisor consultant and administrator for the Board of Education to assist with solving the many problems of the district.

Groundbreaking ceremonies were held on April 26, 1952 and the cornerstone ceremony was held on May 23, 1953. During the summer of 1953, Miss Dora A. Ames (Mrs. Dora A. Sharp), Director of Guidance, began working to assist the class and student counseling. On September 9, 1953, the Morris Hills Regional High School was opened for the entrance of its first classes. On October 23, 1953, dedication ceremonies were attended by a crowd of over fifteen hundred people.

The six curricula offered during the first year included: College Preparatory, Art, Business, Vocational Homemaking, Vocational Building Trades, and Auto Mechanics.

Since the opening day registration was sufficient to fill the new school to capacity, plans were started immediately for an addition. On July 20, 1955, the voters approved a bond issue of \$1,839,000.00 for an addition to the school, which would house an additional thousand pupils. This addition provided further facilities for the college preparatory and vocational rooms. Added to the school's curriculum were Distributive Education, Practical Nursing, Beauty Culture, and Electronics. Courses of enrichment were also added to the College Entrance, Business and Homemaking fields.

Mr. Patrick Caruso was appointed Superintendent of Schools to succeed Mr. Nathan Gifford. Upon Mr. Caruso's retirement on February 1, 1981, Mr. David A. MacNicoll assumed the position of Chief School Administrator. Mr. MacNicoll ended his career on July 1, 1988 with Dr. James J. McNasby following him to the position of Chief School Administrator. In July of 2001, Dr. McNasby retired and was replaced by Dr. Ernest Palestis. In August of 2009, Dr. Ernest Palestis retired from the Morris Hills Regional District, and Mr. James Jencarelli was appointed the new Superintendent of Schools.

On December 1, 2, and 3, 1959, the first Evaluation Committee from the Middle States Association of Colleges and Secondary Schools, evaluated Morris Hills Regional High School and accredited the school with an excellent rating. Many favorable comments were made on its breadth of curriculum and the comprehensive

nature of its offerings for both the college and non-college students. On February 16, 17, and 18, 1970, we underwent our second evaluation of the school with very favorable results. November 14, 15, and 16, 1980 marked the third Middle States Evaluation of Morris Hills with extremely favorable results. The fourth review by the Middle States Association was conducted November 29, 30, and December 1, 1989 with our school receiving superb commendations. On November 29, 30, and December 1, 2000 a fifth review by the Middle States Association again yielded superior commendations.

In 1998, the Morris County School of Technology announced a plan to establish a series of Academies throughout the County which would be subject specific. Our Superintendent, Dr. McNasby, realized this was the future course of education. His vision brought the Academy for Mathematics, Science and Engineering, to the Morris Hills Campus.

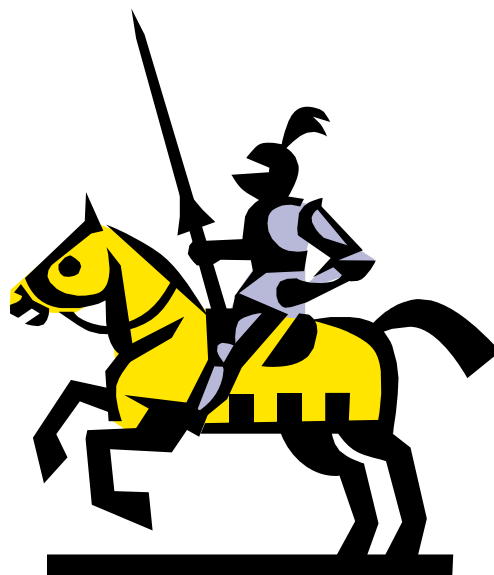
The academy is a highly focused, four year, full time program that begins in ninth grade at Morris Hills High School. The program is for students attending a high school in Morris County, who are highly qualified and are looking to enter careers in the areas of engineering, mathematics and science.

After two years of intensive planning the refurbishing of our former vocational building, and the development of various curricula, the Academy opened its doors to twenty-four students on September 5, 2000.

The present administration of Morris Hills High School includes, Mr. Joseph Cacciaguida as Principal, Mr. Robert Merle, Jr. and Mr. Todd Toriello (discipline) as Assistant Principals, Ms. Tara Casola as Student Attendance & Activity Advisor, Ms. Yesenia Rivera as Supervisor of Guidance, and Mr. Robert Haraka as Supervisor of Student Services/Athletics.

Morris Hills now sponsors twenty-seven varsity sports. In 1958, the Jersey Hills Conference was formed and Morris Hills became a charter member of that conference. In 1977, the Jersey Hills Conference merged with the Iron Area Conference, to form the Iron Hills Conference. Due to a realignment of all of the conferences in the state of New Jersey, the Iron Hills Conference was eliminated in 2009, and Morris Hills High School became part of the Northwest Jersey Athletic Conference.

The school has become nationally recognized in various activities including Forensics, Athletics, Music and Academics. Graduates from Morris Hills have attended various schools and colleges and they have distinguished themselves in the service of our country.



RENAISSANCE

A Commitment to Excellence in Education

The Renaissance Program is a national network composed of schools which demonstrate a dedication to promoting academic excellence. Morris Hills High School became a Renaissance School, joining over 1200 high schools throughout the nation in the spring of 1990. Our membership provided us access to the ideas, programs and dynamic leaders of schools from coast to coast, linked by an 800 number monitored in the national headquarters located in Minneapolis, Minnesota.

The Renaissance Program has three guiding principles:

1. If you reward and recognize people with incentives they value, they will perform well.
2. Students, teachers, staff, parents, businesses, and the community must be involved.
3. Programs should be based on school and community needs.

Morris Hills program is composed of the following activities aimed at both students and staff:

1. ***Students of the Month*** - Five students each month are recognized for their success in the areas of Fine Arts, Academics, Technology, Athletics, and Community Service. They receive a plaque and a Morris Hills sweatshirt, their photo is displayed in a special showcase for one month, their names are listed on an outside bulletin board, and they are recognized in local newspapers.
2. ***Honor Roll Letters of Commendation*** - Letters are sent to the parents of all students who are placed on either the high or merit honor roll.
3. ***Honor Roll Recognition Board*** - Displays names of high and merit honor roll students for each marking period in the Academic Hall of Fame.
4. ***Physical Education Student of the Month*** - Eight students are selected each month (one for each class block). Each recipient is given a framed certificate and their names and photos are placed in a special showcase for the month.
5. ***Social Studies Student of the Month and Year*** - Each month a student is selected from a designated course or courses within the department. The recipient receives a framed certificate and a T-shirt. Their name and photograph are placed in a special showcase for the year with the other monthly winners. At the end of the year a student is chosen from the monthly award winners and designated as "Social Studies Student of the Year".
6. ***Thank you Cards and Lapel Pins*** – Depicting the school symbol, the Scarlet Knight, given to deserving staff members.
7. ***Academic Hall of Fame*** – Contains the names and photos of every valedictorian, salutatorian and honor society member's from 1953 as well as a number of individual and organizational awards.
8. ***Excelsior Recognition Board*** - Displays names of Excelsior Award winners from the previous year in the Academic Hall of Fame.
9. ***Perfect Attendance Letters*** - Notified quarterly.
10. ***Perfect Attendance Recognition Board*** - Displays names of students with perfect attendance through the second marking period and beyond in the Academic Hall of Fame.
11. ***Four-year Perfect Attendance Award*** - A \$50.00 check is given to any graduating senior who has had perfect attendance for 4 years.

12. **Business Cards for Teachers** - We wish to treat our teachers as professionals. Each teacher who commits to excellence in education through our Renaissance Program will receive 100 business cards which will read:

John Doe
Teacher of English

Morris Hills High School
520 West Main Street
Rockaway, NJ 07866-3799

(973) 664-2309

13. **"We Support Morris Hills Renaissance - A Commitment to Excellence in Education" Window Posters** - These will be distributed to each merchant and/or corporation who has provided some kind of support to our program to be proudly displayed in their establishment for the community to see. (Funded by vending machine money and discounted by Parchment Printers.)
14. **Success Cards** - Teachers will distribute a success card to a student in their class who deserves recognition for positive behavior and/or academic success. This card will entitle the student to one hamburger or sandwich. This success card is supported by Burger King of Rockaway and Denville, and McDonald's of Rockaway.
15. **Teacher of the Month** - One teacher each month will be recognized for his or her commitment to excellence. The awarded will receive a plaque, his or her photo will be displayed in a special showcase for one month and his or her name will be displayed on our outside bulletin board, a press release each month will be distributed to the local newspapers, and the recipient will receive a Lucite desk clock and a gift certificate worth \$50.00 to a local restaurant. Financial support for this activity comes from our school vending machine company. We have also reserved a parking space for the recipient. The sign posted at this spot reads, "This Space Reserved for Morris Hills Teacher of the Month".
16. **Class Improvement Award (CIA)** - Each month 9 students are recognized for their improvement in one of 9 different departments.

Business
English
World Languages
Math
Social Studies

Science
Special Education
Fine Arts/Practical Arts
Physical Education/Health

The 9 selected students will each receive a Morris Hills Best Tee Shirt and a group photo will be prominently displayed.

17. **McDonald's SAT Recognition Wall** - McDonald's of Rockaway donated the plaques which comprise this display. The plaques are entitled:

SAT Distinguished Club - Perfect 800
SAT Honor Club Combined 1200 Plus

Each time a student's name is added to these plaques, their parents will receive a letter announcing this honor. The SAT Recognition Wall is located in our Academic Hall of Fame.

18. **MBC Award** - Is designed to acknowledge one student a month from the disciplines of math, business and computers. The criteria for the award are simply a student who has demonstrated outstanding motivation, academic achievement, and positive class participation. Each student selected will receive a framed certificate and will be featured in the showcase near Room 122.

GUIDANCE AND ACADEMIC SERVICES

GUIDANCE DEPARTMENT

The Guidance Department offers a comprehensive program involving personal, social, academic, college, and career counseling to all students throughout the course of the school year. Services are delivered through both individual and group sessions.

In addition, the Guidance Department coordinates state and national testing, such as the HSPA, PSAT, and AP exams.

All guidance programs have components that address the needs of the diverse student body at Morris Hills. School counselors plan, with parents and students, a four-year course of study that helps establish or refine career and/or post-secondary goals.

A brief sample of Guidance programs can be found below:

September	Freshman Orientation Freshman Parent Night Back to School Night Mini-College Fair Grade 12 Accuplacer Info Session Grade 12 Accuplacer 1st Test Administration Grade 12 College Application Night Scheduling
October	HSPA Administration PSAT Administration Mini-College Fair Grade 11 College Planning Night Progress Report Review
November	ASVAB Test Administration Mini-College Fair Grade 10 Career Planning Report Card Review
December	Grade 12 Financial Aid Night Senior-Alumni Program Progress Report Review Sending School Visitation CCM Instant Decision Day
January	Grade 8 Parent Orientation Grade 12 Accuplacer 2nd Test Administration PSAT Review Report Card Review Schedule Development Vocational-Technical School Program
February	Schedule Development Grade 11 College Planning Night
March	HSPA Administration Practice HSPA (Grade 10) Administration NJPASS (Grade 9) Administration College/Career Group Work Grade 10 Pre-College Planning Night Academy Scheduling for Incoming Freshman Progress Report Review

April	Grade 12 College Transition Program NCAA Information Night for Student Athletes Grade 10 Career Planning Program Report Card Review
May	AP Exam Administration Progress Report Review BCT Biology Testing
June	Summer School Registration Senior Survey Scheduling Conflict Resolution

Each student has an assigned school counselor who will remain with them during the course of their high school career. School counselors are available for consultation at any time by calling the Guidance Department for an appointment. Issues related to career education, testing, scheduling, college/vocational planning and financial aid are addressed throughout the school year by a variety of day and evening programs. The department is committed to assisting students to achieve their potential by fostering self-awareness and sound decision-making skills. In this regard, individual and small group counseling, classroom visitations, testing and vocational planning seminars are utilized as part of a year-long program of Guidance Department events.

CAREER CENTER

The Guidance Department utilizes its Career Center for conducting student and faculty programs on vocational awareness and exploration. It contains hundreds of catalogs on local and national colleges, scholarship/financial aid opportunities and technical/vocational schools. A videotape library of colleges and schools is maintained and available to students/parents on a use or lending basis.

Additionally, a computerized data bank enables students, faculty, and community personnel to identify two and four year colleges of interest and provides in-depth, descriptive information about each selection.

Furthermore, it can be utilized as an effective research tool because of its capacity to provide important occupational and career-related information on college majors and financial aid.

Presentations are conducted throughout the year and additional services will be offered for various faculty projects.

GRADUATION REQUIREMENTS

Graduation requirements have been established by the MHRD Board of Education and the N.J. State Dept. of Education. **Under no circumstances will a student who is deficient in credits or graduation requirements take part in the graduation ceremony.** The following are the specific requirements to receive a diploma from Morris Hills High School.

1. **CREDIT HOUR REQUIREMENTS**
 - a. Successful completion of 140 high school credits.
 - b. All students must carry a minimum of 35 credits each school year. This requirement applies to all grade levels (see also "Student Absences" on page 20).

2. **BASIC COURSE REQUIREMENTS**
 - The Board of Education encourages all students who have otherwise met all requirements for graduation to pursue additional coursework in Social Studies, Mathematics, Science, and World Language in order to be better prepared for post-secondary programs and 21st century careers.
 - Students in the Magnet or IB Program may have additional course requirements to complete their programs.
 - *Students who have completed Algebra I in the 8th grade are still required to complete 15 credits in mathematics.

**Morris Hills Regional District
Requirements for Graduation**

Subject	Students entering prior to the 2008-2009 school year	Students entering in the 2008-2009 and 2009-2010 school years	Students entering in the 2010-2011 and 2011-12 school years	Students entering in the 2012-2013 school year and beyond
English	20 credits, 5 credits for each year of enrollment	20 credits, 5 credits for each year of enrollment	20 credits, 5 credits for each year of enrollment	20 credits, 5 credits for each year of enrollment
Mathematics	15 credits	15 credits, including: -5 credits of Algebra 1*	15 credits, including: -5 credits of Algebra 1* -5 credits of Geometry	15 credits, including: -5 credits of Algebra 1* -5 credits of Geometry -5 credits of Algebra II or content that builds on Algebra I and Geometry
Science	15 credits, including: -5 credits of Biology or Life Science	15 credits, including: -5 credits of Biology or Life Science	15 credits, including: -5 credits of Biology or Life Science -5 credits of Chemistry, Environmental Science, or Physics	15 credits, including: -5 credits of Biology or Life Science -5 credits of Chemistry, Environmental Science, or Physics -5 credits of additional lab science
Social Studies	15 credits, including: -5 credits of World History/Culture -10 credits of U.S. History	15 credits, including: -5 credits of World History/Culture -10 credits of U.S. History	15 credits, including: -5 credits of World History/Culture -10 credits of U.S. History	15 credits, including: -5 credits of World History/Culture -10 credits of U.S. History
World Language	5 credits	5 credits	5 credits	5 credits
Phys. Ed/Health	5 credits for each year of enrollment	5 credits for each year of enrollment	5 credits for each year of enrollment	5 credits for each year of enrollment
Personal & Financial Literacy	N/A	N/A	2.5 credits	2.5 credits
Visual & Performing Arts	5 credits	5 credits	5 credits	5 credits
21st Century Life & Careers or Career/Tech Ed	5 credits	5 credits	5 credits	5 credits
Computer Literacy	5 credits	5 credits	5 credits	5 credits
Additional Electives	35 credits	35 credits	32.5 credits	32.5 credits
Total Credits Required for Graduation	140	140	140	140

- English (a minimum of 5 credits each year)..... 20 credits
 - United States History..... 10 credits
 - World History and Cultures..... 5 credits
 - Physical Education, Health and Safety
(must enroll each year of school attendance)..... 20 credits
 - Personal & Financial Literacy..... 2.5 credits
 - Mathematics..... 15 credits
 - Science..... 15 credits
 - World Languages..... 5 credits
 - Visual & Performing arts..... 5 credits
- (Includes courses offered in art, music, dramatics, theater arts)

- Career Education & Consumer and Family Life Skills..... 5 credits
(Includes courses offered in family & consumer science, technology education, occupational/technical education, business and office skills or others as approved by the district.)
- Computer Literacy..... 5 credits
(The Computer Literacy requirement can be met by completing one of the Morris Hills Regional District's computer classes. A list of acceptable courses can be found in the Program of Studies Booklet.)
- Additional Electives..... 35 or 40 credits
- Career exploration or development
(Students satisfy this requirement through objectives infused into already existing programs such as English, guidance, family and consumer science, science, technology, world languages, etc.)

3. SUBJECT COMPETENCY

- Demonstration of successful attainment of at least a 70% competency level of all course proficiency requirements for each course enrolled. Indicators of level attainment may include tests, examinations, quizzes, class participation, homework, projects, reports and/or writing assignments.

4. STATE CORE CURRICULUM CONTENT STANDARDS REQUIREMENTS

- Passing of the state-wide high school proficiency assessment (HSPA) is required for graduation. Pupils identified as deficient in any of the tested areas will be assigned an Individual Student Improvement Plan and scheduled to take the appropriate class in order to remediate the deficiency. A maximum of 15 credits may be awarded in each subject area for HSPA language arts literacy, and mathematics courses. Pupils will be given the opportunity to retake the state-wide test in grade 12. Additional end-of-course exams may be required depending on grade level.

5. ATTENDANCE REQUIREMENTS

- Class attendance in accordance with the district's attendance policy and as required by the New Jersey Administrative Code. The Morris Hills Regional District recognizes that regular attendance in class, participation in class activities, and interaction between students and teacher are essential and integral parts of the learning process. Classroom participation is vital to the instructional process and is considered in the evaluation of performance and in the grading of students.

6. GRADE LEVEL PROMOTION

-Promotion to the next grade level is determined by the number of credits earned. The following is a list of the minimum credits required to achieve grade level status:

<i>Freshmen (Grade 9)</i>	-	<i>promotion from eighth grade</i>
<i>Sophomore (Grade 10)</i>	-	<i>minimum of 30 credits</i>
<i>Junior (Grade 11)</i>	-	<i>minimum of 60 credits</i>
<i>Senior (Grade 12)</i>	-	<i>minimum of 90 credits</i>

Students will be assigned to the appropriate grade level homeroom based on credits earned. Eligibility for participation in class activities (i.e. prom, senior picture, etc.) may be determined by credits earned.

To qualify as a ninth grade student, promotion from eighth grade is required. Most subjects meet every other day of the week and carry five credits for the full year. Some subjects are offered one semester and carry 2-1/2 credits. A few subjects meet five blocks per week and these credits vary. Physical Education and health classes are required for each student for each year enrolled and must be successfully completed.

An early graduation program is available. Students are permitted to graduate after their third year and before their fourth year in high school provided they complete all of the Board of Education and New Jersey State Department of Education requirements. Interested students should contact their guidance counselors in the spring of their sophomore year.

All graduates shall receive the same diploma, regardless of their choice of program or subjects.

COURSE SELECTION WAIVER GUIDELINES

It is the responsibility of the Morris Hills Regional District to determine proper placement of students in courses. No students will be permitted to enroll in a course unless they have met the prerequisite or have the written recommendation of both the current subject area teacher and the subject area departmental administrator. The district utilizes multiple measures in recommending the placement of students into courses. These recommendations are made in conjunction with the Guidance Department at the respective schools. The criteria for recommendations include, but are not limited to: student performance in previous classes, grades on standardized tests, teacher evaluation of student performance and potential. Questions or concerns regarding placement should be directed to the student's guidance counselor.

HSPA CREDIT

In an effort to upgrade basic skills, the State of New Jersey and the Morris Hills Regional District have established a minimum level of achievement expected of students' language arts and mathematics. Should your son/daughter fall below the minimum level on tests, he/she will be required to enroll in HSPA Prep courses. A maximum of 15 credits over four years may be granted for HSPA Prep courses in each subject area – language arts literacy and math. Credits for prep courses are given upon completion of the HSPA Test requirement.

PASS/FAIL OPTION

The Morris Hills Regional District Board of Education believes that students should have the opportunity to pursue certain courses under a pass/fail arrangement and therefore, established the following:

1. Any student may enroll for one elective non-requirement course on a pass/fail basis for a maximum of 5 credits per year.
2. All courses that are not over-subscribed should be available.
3. The student taking a course on a pass/fail basis must do all of the regularly assigned work, attend all classes, and take all examinations. The student however, will be graded with a P or F and not given a numerical grade. The student receives credit for a course passed, and no credit for one failed. The pass/fail class is not included in class rank/G.P.A.
4. Teachers will make no distinction between pass/fail students and regularly enrolled students. They will require neither more nor less work from pass/fail students. This option should encourage students to elect courses in which they are interested, but for which they have had so little background that they would otherwise have decided not to register for the course.
5. Students must obtain a pass/fail option form from their School Counselor and secure the approval of their parent or guardian. The form must be returned to the Guidance Office no later than the last school day in September. A student may not change from regular enrollment to pass/fail after this date, nor may one change from pass/fail to regular graded enrollment after this date.

COURSE AUDIT OPTION FOR STUDENTS

The Morris Hills Regional District Board of Education accepts the concept that students should have the opportunity to audit courses in which the enrollment is not over-subscribed and establish the following:

1. Any student may audit one elective non-requirement course per semester. This audit course is to be over and above the minimum number of credits required each year.
2. All courses that are not over-subscribed should be available.
3. The student must participate in appropriate ways as determined by the instructor. It will be the responsibility of the student to ascertain from the instructor the degree of participation required.

4. The course is entered on the student's transcript with the grade of "AU" (audit non-credit) or "D/F" (dropped/failed). A student failing to participate satisfactorily may be withdrawn at anytime and assigned a grade of "D/F".
5. If the audited course is repeated for credit at a later date, the course will also be listed for credit.
6. Students must obtain a course audit option form from their school counselor and must secure written permission from the course instructor as well as from their parent or guardian. The form must be returned to the guidance office no later than by the last school day in September.
7. A student may not change from credit to audit or from audit to credit after the last day of the established drop/add period.

THE GIFTED AND TALENTED PROGRAM

A program for the gifted and talented is in place for all students in the district. The intent of the program is to challenge exceptionally talented students in all aspects of their life. Students are selected for the program based on nominations of staff, parents, or self-nominations. Not all are selected for the program, but interested students or parents should contact the Teacher Coordinator of this program for further information. When a gifted and talented program is added to a student's schedule, it must conform to the prescribed guidelines for adding all other courses in the curriculum, with the exception of G&T programs that have no impact on the student's schedule.

SCHEDULE CHANGES

Students are not permitted to change their class schedule unless it is believed to be in their best interest, as determined by all parties concerned. These parties include, but are not limited to, the student, parent, and teacher of the present class, counselor, and the appropriate administrator.

Schedules will not be changed for reasons such as teacher preference, time preference, or A/B Day preference.

Schedule changes may be initiated by the parent, student, teacher, counselor, or appropriate administrator. Requests for schedule changes should be directed to the student's counselor, who will then confer with all involved parties.

SCHEDULE CHANGE CALENDAR

TYPE OF CHANGE

DATE

PRIORITY 1:

Scheduling changes due to computer errors, conflicts, and incorrect coding of course numbers

Full year courses.....	7th school day in September
First semester courses.....	7th school day in September
Second semester courses.....	5th school day of the second semester

PRIORITY 2:

1. Withdrawing from and/or adding course/courses, changing from or to pass/fail, or from or to audit

Full year courses.....	last school day in September
First semester courses.....	last school day in September
Second semester courses.....	10th school day of the second semester

2. Withdrawing from courses without penalty or notation of any kind

Full year courses.....	end of the 1st quarter
1st or 2nd semester courses.....	mid-point day of the 1st marking period of each semester

3. Withdrawing from courses with notation of D/F (if failing at time of withdrawal) or D/P (if passing at time of withdrawal) on transcript

All year courses.....end of 1st marking period to end of school year
1st or 2nd semester courses.....mid-point day of the 1st quarter to the end of the course

PRIORITY 3:

Effective with the 2009-2010 school year, course level changes must be requested and made by the midpoint of the 2nd marking period (December 14th). Course level changes will only be made with the approval of the counselor, the supervisor of the department, and the Supervisor of Guidance. The grades earned while in the one level of the course will be used in calculating the grades of the second level. Raw scores in the first level course will be treated and seen on the report card as if they were earned in the second level.

***SPECIAL NOTE:**

A D/F or D/P is noted on the report card and official transcript for those students who withdraw from a course after the established deadline mentioned above. In addition, the D/F & D/P grade are calculated as a "50" in computing class rank.

These guidelines do not apply to attendance policy issues and the withdrawal from class(es) due to excessive absences/cutting.

MARKING PERIODS 2011 - 2012

Marking Period 1	September 6, 2011 - November 8, 2011 Mid-point - October 7, 2011
Marking Period 2	November 9, 2011 - January 26, 2012 Mid-point - December 15, 2011
Marking Period 3	January 27, 2012 - April 13, 2012 Mid-point - March 13, 2011
Marking Period 4	April 14, 2012 - June 21, 2012 Mid-point - May 15, 2012

EDLINE

Edline is a web-based program that allows MHRD parents and students to monitor academics. It provides parents and students access to information such as grades and assignments. All teachers are expected to post grades to Edline approximately once every two weeks. Please keep in mind that available information will vary from course to course depending on the curriculum. For instance, a major project or an assignment in a lab course may take longer to score and publish than a homework assignment. The access portal will remain open through the posting of grades. You will be able to view information about your child's progress in all courses for the entire academic year. We hope you make use of this tool to support learning and monitor your child's success.

With online access to grades and updates every two weeks, we will **not** be mailing home paper midyear reports. The MHRD district web page links to the Edline website and tutorials which will help you easily access this tool (www.mhrd.k12.nj.us). If you forgot your Edline password you may obtain the Edline Password Change Request form on the district website.

REPORT CARDS

Our quarterly grading system is based on exact numerical grades being recorded on the report card. Report cards are issued at the end of each marking period, which is approximately every ten weeks during the school year. (See marking period dates.) They are mailed and should reach your home within one week after the

completion of each quarter. Parents are encouraged to discuss their student's progress with the school counselor and teachers. Report cards will also report the number of absences that a student has accrued in individual classes which count toward loss of credit in a course.

INCOMPLETE GRADES

A marking period grade of Incomplete may be given to a student who has been approved for extended time to complete the required class work. Ten days after the close of the marking period, the Incomplete grade will convert to a grade of 50.

Circumstances prohibiting the completion of the work within the time frame must be approved by the Supervisor of Guidance.

A final grade of Incomplete may only be given with the approval of the Supervisor of Guidance.

FINAL EXAMINATIONS

Students in the Morris Hills Regional District are required by Board of Education policy to take final examinations in courses that require them, or to complete final projects in classes that offer them in lieu of final exams. Final exams or final projects constitute 20% of the final course grade. Students must complete final examinations in courses requiring them. The failure to take a final examination in a course will result in a grade of zero for the exam, which will be averaged with the four quarterly grades.

1. Our District conducts uniform final examinations and/or final projects in all subject areas. Some subject areas may also require a performance or portfolio component in lieu of or in addition to a final examination. The Districts Curriculum and Instruction Committee will oversee the development of all exam or final project requests.
2. All final exams for first semester courses will be administered during regularly scheduled classes in January.
3. The student's final mark is determined as follows:

	<u>FULL-YEAR COURSE</u>	<u>ONE SEMESTER COURSE</u>
1st Quarter Grade	20%	40%
2nd Quarter Grade	20%	40%
3rd Quarter Grade	20%	
4th Quarter Grade	20%	
Final Examination/Project Grade	20%	20%

STUDENT RULES AND REGULATIONS FOR FINAL EXAMS

1. Upon arrival to the building, students must report to their regularly assigned rooms for their exam. Exam schedules will be posted in the Senior Y and Gym Lobby.
2. Early dismissal from exams must be pre-approved by the Supervisor of Guidance.
3. **No exam is permitted to be made up for any absence which is not covered by an excusal note cleared by Mr. Cacciaguida or the Supervisor of Guidance.** Examples include: a doctor's note for a medical absence, written verification for a death in the immediate family, school approved activity or written verification for an approved emergency excusal. The deadline for the submission of emergency excusal notes will be 2 weeks from the day of the absence, failure to turn in a note on time will result in a zero for the missed exam.
4. Bring all necessary pens, pencils and exam materials with you as directed by your subject teacher. Be prepared to work from the first minute of the exam period.
5. No student will be dismissed until the end of the exam period. Use your exam time constructively.
6. Any inappropriate behavior will result in a disciplinary action which could include; a zero grade for the scheduled exam. Exclusion from other exams and/or additional suspension penalties.

7. Any student caught cheating by their teacher will be sent to the General Office following notification (a phone call) to one of the Assistant Principals. After speaking with the referring teacher, a determination will be made and the appropriate disciplinary action taken.
8. No student may leave an exam room. If there is an emergency, an administrator, the nurse or a duty teacher will be called to the classroom.
9. Students without a first session exam who arrive early should enter through the gymnasium foyer and report to the cafeteria where they will remain until the completion of the first exam.
10. During exam breaks students may be in the cafeteria, front of the building, or in the bucket, students will not be allowed in the senior Y or academic hallways.
11. No additional time will be given, without approved educational plan, which must be in effect prior to the start of exams.
12. A student found with a cellular phone/camera or other unauthorized electronic device in a classroom during an exam period will receive a zero on the exam. The electronic device will be confiscated and an Assistant Principal will be contacted. After speaking with the referring teacher, a determination will be made and the appropriate, additional disciplinary action taken.

FINAL EXAMINATIONS/EXEMPTION POLICY

Students in the Morris Hills Regional District are required by Board of Education policy to take final examinations in courses which require them, or to complete final projects in classes which offer them in lieu of a final exam. Final examinations and projects constitute 20% of the final course grade. The failure to take a final examination in a course will result in a grade of zero for the exam, which will be averaged with the four quarterly grades. The exemption policy which applies to district final exams only is as follows:

1. **Applicable for seniors only.**
2. To be eligible, a student must earn a final grade of 90 or better (unweighted), with no one quarterly grade less than 85 (also unweighted) in the class for which exemption is being considered.
3. The student has the option of deciding whether or not to take the final exam notwithstanding exemption eligibility.
4. A predetermination of the student's fourth quarter grade must be made on the last day of class prior to the beginning of final exams. The student will then be notified of his/her eligibility.
5. Students who are eligible and opt for exemption will receive a final grade based upon an average of the four quarterly grades.
6. In the case of single semester courses, the two quarter grades will be averaged for a final grade.
7. Students enrolled in occupational programs are required to take the N.J. State Mandated Occupational tests.
8. This policy is subject to re-examination.

CLASS RANK

It is the philosophy of the Morris Hills Regional District that class rank should be a comparative rating of students based upon a student's overall high school effort and that the quality of effort should be taken into account via increased weighting for AP and advanced courses, with AP courses receiving more weight than other advanced classes. All graded courses except physical education should count towards class rank. Finally, since the philosophy of the district is that this is a comprehensive school, all other graded courses, whether academic or occupational, should count towards class rank in accordance with their credit value.

CLASS RANK GUIDELINES

1. The "Grade Point Average" method for computation of class rank is used.
2. The addition of points to the grade point average for advanced level courses are as follows:
 - 5 points will be added for advanced level courses, which are not Advanced Placement courses.
 - 10 points will be added for Advanced Placement courses.
3. Grades for Health are included in class rank computation.
4. Grades for Physical Education and grades taken on a pass/fail basis are not included in class rank computation.
5. The grade of a student removed from a class under the provisions of the district attendance policy will continue to be included in class rank computation and will be treated as a "50" for class rank computation.

All subjects, excluding physical education, and elected pass/fail courses, are included in determining the grade point average and class rank. Rank is computed at the end of each school year and is recorded on the first marking period progress report during the next school year. The following advanced courses are given an additional five points in determining grade point average:

Accelerated French H	English 11 H
Accelerated German H	English 12 H
Accelerated Spanish H	French 4 H
Algebra 2 H	German 4 H
Biology 1 H	Humanities H
Calculus/Analytic Geometry H	Physics 1H
Calculus 3 H	Precalculus H
Chemistry 1 H	Spanish 4 H
College Accounting 1 H	U.S. History 1 H
College Accounting 2 H	U.S. History 2 H
English 9 H	World History H
English 10 H	

The following Advanced Placement (AP) courses are given an additional ten points in determining grade point average:

AP Art History	AP Language & Composition
AP Art Studio	AP Literature & Composition
AP Biology	AP Music Theory
AP Calculus AB	AP Physics C
AP Calculus BC	AP Psychology
AP Chemistry	AP Spanish
AP Computer Science	AP Statistics
AP European History	AP U.S. History
AP French	

Rank in class is computed for all students at the end of the school year, on the basis of the final yearly averages in all subjects except physical education and any courses taken on a pass/fail/audit basis.

GRADING SYSTEM

Students earn grades based on a quarterly system. Final grades are calculated by averaging each of the four quarters and the final exam for each course. Grades may be interpreted as follows:

A	90-100	AU	Audit (no credit)
B	80-89	P or PS	Pass
C	70-79	F	Fail
F	< 70	I	Incomplete

DF/DP Drop Fail/Pass (loss of credit due to poor attendance)

WF/WP Withdraw Fail/Pass (withdrawal from class after deadline)

Class Rank/GPA: All courses are included in class rank/GPA calculation, with the exception of Physical Education and any courses taken on a pass/fail or audit basis.

Weighting: Honors/Advanced courses earn an extra 5 points in GPA calculation and are designated on the transcript with an “A” at the end of the course name. Our 16 Advanced Placement courses earn an extra 10 points in GPA calculation and are designated on the transcript as “AP.”

VALEDICTORIAN/SALUTATORIAN

The two graduating seniors with the first and second highest ranked cumulative grade point averages will be honored annually. The calculation of the first and second ranked students will occur at the conclusion of the 3rd marking period senior year. To be considered for this honor a student must be enrolled at Morris Hills High

School for a minimum of two academic years. If the mathematical difference between the two top ranked students is less than .1 (one tenth), the two students will be declared co-valedictorians. In this case NO salutatorian will be named.

HONOR ROLL

It is possible for a student to place on either the High Honor Roll or the Merit Honor Roll.

All courses, with the exception of Physical Education and courses taken pass/fail or audit are computed for honor roll status. A student who has dropped subjects or has incomplete grades on his/her report card is not eligible for the honor roll.

1. **HIGH HONOR ROLL:** An average of 90 or higher is required for placement on High Honor Roll (no grade below 85) after weighting for advanced level and advanced placement courses.
2. **MERIT HONOR ROLL:** An average of 85 or higher is required for placement on Merit Honor Roll (no grade below 80) after weighting for advanced level and advanced placement courses.

EXCELSIOR AWARD

This award was devised to recognize the academic achievement of students who have achieved an overall average of 90.0 or better (no rounding) for one entire academic year. Students maintaining an average of 90.0 or higher (**no rounding**) for the freshman, sophomore, junior and seniors years will be awarded an Excelsior Medallion at graduation. The calculation for the Excelsior Award for senior year will occur at the conclusion of the 3rd marking period.

HOME INSTRUCTION

Home instruction will be provided upon request by letter from a physician indicating that a student will be absent for ten days or more. The physician's note must include a diagnosis and an ending date for home instruction. Such home instruction will be arranged by the Guidance Department once the school's Medical Examiner has approved the request.

CHILD STUDY TEAM

The role of the Child Study Team includes the identification of students who may have difficulty learning in the traditional manner, and who require a program which is planned to meet their educational needs.

Students who have been classified by a Child Study Team are required to be regularly monitored by the CST and support staff, undergo a formal IEP Annual Review in the spring of the year, and be re-evaluated at least every three years.

The CST consists of a school Psychologist, Social Worker, and Learning Disabilities Teacher-Consultant. A Speech Correctionist, Special Education and Resource Room Teachers, as well as other support personnel provide appropriate services to students needing a prescriptive program.

STUDENT REFERRALS FOR SPECIAL SERVICES

Students who appear to be in need of Special Education services may be referred to the Child Study Team for a formal evaluation.

1. Student referral to the Child Study Team may be made through the guidance counselor in writing.
2. Once received, the counselor shall collect data relevant to the request and schedule a referral meeting with the members of the Child Study Team, the student's teacher(s), and the parent to review all information.
3. If it is decided that an evaluation is appropriate to determine eligibility for Special Education and Related Services, the "nature and scope" of the evaluation is developed during this meeting.

4. The parent is notified in writing of the outcome of the meeting, and if an evaluation is appropriate, the parent receives an outline of the “nature and scope” of the evaluation.
5. The parent must sign a consent form giving the CST approval to evaluate the student. The evaluation will be in accordance with N.J.A.C. 6A:14.
6. If the student is deemed eligible for Special Education and Related Services, an Individual Educational Plan will be developed by the IEP Planning Team, which includes the parent(s).

PUBLIC LAW 504

Public Law 504 is a broad based civil rights law which protects the rights of individuals who have a diagnosed physical or mental impairment. The dysfunction must substantially limit the performance and ability of the student to undergo major life activities. A student may be referred for a P.L. 504 screening by contacting the Guidance Counselor. If appropriate, the counselor will collect relevant information and prepare a referral packet for the Intervention and Referral Services Committee. The parent will be notified of the referral process. The Intervention and Referral Services Committee will draw its information from a variety of sources, depending upon the nature of the reported dysfunction. If the student is eligible for consideration under P.L. 504, a service plan will be developed by the Intervention and Referral Services Committee in consultation with the parent.

The Principal serves as the Intervention and Referral Services Committee Chairperson in the assessment and planning process. The District Coordinator for Intervention and Referral Services Committee is Mr. Nicholas Norcia (973) 664-2324.

SUMMER SCHOOL AND TUTORING

A student, who has taken a full year or semester course but has failed, may repeat the course in an approved summer school or with an approved tutor and must meet the following requirements:

1. The student must have taken the course to be repeated for an entire year (or semester).
2. The student must have been in compliance with the District Attendance Policy during the regular school year.
3. The student must have attained a failing grade of no less than a 55 in the subject to be repeated.

All arrangements for private tutoring or summer school must be made through the Guidance Office and approved by the administrator in charge. For private tutoring a minimum of 30 hours with a certified tutor is required for a full-year course (15 hours for a semester course and completion of the final exam). The summer school session lasts for six weeks. If a student passes the summer school program or private tutoring program (including the passing of the exam), he/she will receive credit for the subject. When a course is studied with a private tutor, the exam will count 50% of the final average.

WITHDRAWAL PROCEDURES

A student withdrawing from school for any reason must do the following:

1. Confer with the Guidance Counselor and the Principal about reasons for withdrawal.
2. Contact his/her counselor for a withdrawal slip to be taken home for signing by parents.
3. Return all books, uniforms, locks and other school property to the proper teachers who will, in turn, initial the slip when all obligations are met.
4. Return issued parking decal to the General Office.
5. Clean gym and hall lockers.
6. Clear any obligations in the library and with the Assistant Principal in charge of school obligations.
7. Return withdrawal slip, properly initialed, to the guidance office and/or Guidance Counselor.
8. Obtain a Transfer Card if planning to attend another school.

TRANSFERS

If you plan to transfer to another school district, please notify the Guidance Office several days before your leaving date. In this manner, all necessary clearance for forwarding records and information can be adequately arranged. Please refer to the withdrawal procedures listed above

STUDENT RECORDS

Student records are maintained for the benefit of the student and are to be viewed only by professionals in Morris Hills having a direct concern for the student. Release of transcripts or other permanent record data to anyone other than those designated by the State Department of Education shall require a written statement by the parent/guardian. No information will be sent to colleges, Armed Service Recruiters, or employers without authorization to do so.

Parents/guardians have the right to view records being compiled and need only request an appointment with the Principal to do so. Both natural parents have the right to speak with school personnel and to review a student's records regardless of parental guardianship, provided a parent has not lost parenting rights. Such instances should be referred to the Principal upon a student's enrollment in school.

Upon graduation or withdrawal from the Morris Hills Regional District, parents may request copies of the student's records. As required by Code, all mandated records are maintained on file in the Guidance Office. Parents of classified students may request to take possession of the student's confidential file or to have that file destroyed upon graduation or withdrawal from school. Such requests are to be submitted in writing to the District Director of Pupil Personnel Services (see also "The Family Educational Rights and Privacy Act" in the *General District Policy and Procedures* section).

STUDENT ATTENDANCE

RULES & REGULATIONS

Regular attendance is fundamental to the academic achievement of students in secondary schools. The self-discipline and sense of responsibility which students acquire clearly relate to post-graduate experiences in the world of work or in additional educational endeavors after high school. Because of this and because the State of New Jersey requires that its schools adopt attendance policies, the Morris Hills Regional District places a high value on student attendance and continues to establish high standards for its students.

Attendance shall be required of all students enrolled in the schools of the district and in schools to which students are assigned during the days and hours that such schools are in session. It is expected that each student will be in full attendance in all classes, reporting to each of them on time, and utilizing every minute productively. All student absences, regardless of the nature or the duration of the absence, will simply be classified as an absence from school or from class. These absences will be applied toward the total number of allowable absences in that student's courses, and may contribute to a loss of credit in those courses.

1. **Student Absences**

- a. Students shall be permitted eight (8) absences in a full year course, six (6) absences in a physical education or 3/4 year course, four (4) absences in a semester course, and two (2) absences in health or 1/4 year course.
- b. Students who accrue classroom absences in excess of the regulations stipulated in item 1 above will be considered not to have completed the prescribed course of study and shall be excluded from the course after notification of the right to appeal. The students' transcript will be marked "Withdrawn/Failure" or "Withdrawn/Passing" and a grade of 50 will be utilized for class rank.
- c. Students may only be absent from school for legitimate and authorized reasons. **Authorized reasons include but are not limited to: illness, driver's test, court appearance, funeral for immediate family member and other approved educational opportunities. Please be advised that in order for absences to be excused, the original documentation must be submitted to the attendance office immediately upon return to school. The duration of time excused for appointments will be evaluated on a case by case basis.**
- d. If a student misses more than ten (10) minutes of a class, he/she will be considered absent from that class. All student absences, regardless of the nature of the absence, will be applied toward the total number of allowable absences in that student's courses, and may contribute to a loss of credit in those courses.
- e. All excused (unless related for athletics, field trips, etc) and unexcused absences, regardless of the nature of the absence, will forfeit a student's eligibility for perfect attendance.

2. **General Attendance Procedures**

- a. Parents and/or guardians are urged to call the attendance office on the day of an absence in order to notify the school that the student will be absent. The telephone number of the Attendance Office is 973-664-2305 (MH). If no one is available to take your call, please leave a message on the answering machine.
- b. In the event the parent forgets to call in a student's absence, the school will make every effort to contact parents by telephone on the occasion of a student's absence. If you have provided us with the correct contact information, electronic phone calls will be made.
- c. Students who are absent from school for religious reasons are required to present a parental note certifying a pupil's participation in a religious obligation as authorized by The Commissioner of Education.
- d. A student who is absent for five (5) or more consecutive days due to illness must present a doctor's note or certificate which will be verified by the school nurse and will indicate that he/she is fit to return to school. A doctor's note for absences of less than five (5) consecutive days will be kept in the student's attendance file. These notes will be reviewed during attendance appeals. Only original doctor's notes or notes faxed directly from the doctor's office will be accepted.
- e. **Medical notes must be submitted to the attendance office within one week of an absence. All medical notes must be the original. Photocopies will not be accepted.** Students whose medical notes are received in the attendance office later than one (1) week after the absence(s) may not be considered excused from class(es) and may be referred to the Attendance Appeals Committee.
- f. Students who anticipate an absence from school due to a family vacation should notify the attendance office at least two (2) weeks prior to the student absence. Nevertheless, these absences will be considered absences from school and may contribute to the loss of credit for a student.
- g. **College Visitations:**
Students who plan to attend college after high school are encouraged to visit the colleges and university to which they are going to apply. Most colleges offer Saturday Open House programs and are also in session on many of the days that Morris Hills Regional District is closed. Students are encouraged to make arrangements for non-mandatory college appointments and tours during these times.

If a junior or senior chooses to visit a college, university, or other form of career education (technical schools, military, etc), students should meet the following conditions for the day to be excused:

- I. A Junior or Senior may request up to two (2) college visits per school year. Any absences beyond this will be recorded as an unexcused absence.
- II. Visitations requiring airfare will be reviewed on a case by case basis and must include extenuating circumstances to exceed the allowable two (2) days per year.
- III. Attendance should be notified at least two (2) weeks prior to the student absence with a parent note and appointment confirmation from the college or university.
- IV. Within one week after your visit, please bring in written proof stating the date and time of your visit on college letterhead.
- V. Any absence due to a college visitation or other form of career education (technical schools, military, etc) will forfeit a student's eligibility for perfect attendance.

Failure to follow this procedure will result in the days being recorded as an unexcused absence.

3. **Late to school and class**

- a. All lateness to school resulting in absence from courses or late arrival to courses will be counted toward the total number of absences for a student in a course unless that lateness is the result of the late arrival of a district school bus.
- b. Students who report late to class (ten minutes or less) without an appropriate pass shall accrue one-half (1/2) of a student absence in the class period.
- c. Students who are more than ten (10) minutes late to class without an appropriate pass shall be considered as absent from the class.

- d. Students who attend a prom and are not in attendance by 8:05AM on the first day of school following a prom date will be considered truant.
- e. Consistent tardiness to school or to classes will result in disciplinary action being taken with the pupil.

4. **Early Dismissal**

- a. Students requesting an early dismissal from school **must present a written parental note** to a school administrator indicating the reason and the time for early dismissal. This note must be submitted no later than 8:05 AM on the morning of the requested dismissal. Early dismissal from school is not considered an excused absence unless the student submits proper documentation (i.e.: doctor's or dentist's note).
- b. The principal or his/her designee will recognize the following emergencies which create a legitimate need for early dismissal from school or class providing the pupil presents satisfactory proof to justify the dismissal:
 - i) Illness/injury verified by the school nurse. Parents must make provisions for transportation home, or the student will not be dismissed.
 - ii) Appointment with a physician or a dentist. A note with the doctor's name and office telephone number should be presented. The appointment dates/times are subject to verification by an administrator.
 - iii) A driver's road test by appointment only with an appointment slip presented for verification.
- c. Whenever possible, appointments for students should be made outside of school hours. If appointments during school time are unavoidable, students should return to school, time permitting, in order to minimize the loss of class time and the accumulation of class absences.
- d. Please note that any request for early dismissal for personal reasons will only be considered after a conference with an administrator. In each case, administrative judgment will be exercised in determining whether to grant an early dismissal or not.
- e. As is true of any absence from class, student absences from courses resulting from early dismissal in excess of ten (10) minutes will be counted as classroom absences and may contribute to the loss of credit in a course.
- f. Each year students are given an opportunity for early dismissal on the day of the Junior and Senior Proms. Only those students whose names appear on the Prom Lists are eligible for early dismissal. Students must submit an **Early Dismissal Request Form** to the Attendance Office by the date indicated in the letter sent home to parents and announced at the Junior and Senior Class meetings. **Forms submitted after the deadline date will not be honored.** We will only release students early without a completed form if a parent/guardian comes into the building and signs the student out through the Attendance Office. Student absences from courses resulting from early dismissal because of the prom will be counted as classroom absences. Please note that early dismissal on prom day is an unexcused absence.
- g. A parent picking up a student must report to the attendance office and be prepared to show proof of identity to a building official.

5. **Make-up work when a Student is Absent**

- a. In the event that a student must be absent from school, all work must be made up. Work missed due to a short absence must be made up by the second class meeting (after the absence). This provision does not apply to long-term assignments. In all but the most unusual cases, make-up work must be completed before the next grading quarter begins.
- b. Students who are absent from class for reasons such as truancy, cutting or unauthorized departure from school will not be granted make-up work provisions and will receive a zero in the classes missed. See also "Incomplete Grades" on page 13.

6. **Parent Notification of Student Absences**

- a. Parents will be notified by a letter of a student's fourth and eighth absence from a full year course; third and sixth absence from a three-quarter course; second and fourth absence from a semester course; and second absence from a quarter course.

- b. Pupil quarterly report cards will provide parents and students with the pupil's attendance status by noting the total absences a pupil has accrued which may be counted toward loss of credit in a course.
- c. If a student exceeds the number of absences in the chart below, then he or she is eligible to lose credit in the course. Although there is a minimum credit requirement for students, if a student exceeds the number of absences listed in the chart below, he or she is eligible to lose credit in the course and may be removed from the class, regardless of the number of credits he or she will maintain. At this point, parents will be notified of their right to appeal the student's loss of credit in a class or classes. Parents must request an appeal within **five days** of notification of loss of credit.

<u>NAME OF COURSE</u>	<u>ALLOWABLE NUMBER OF ABSENCES</u>
Full-year courses	8
Half-year courses	4
Three-quarter course	6
Quarter course	2

7. **Attendance Appeals Committee**

The Attendance Appeals Committee will meet on a weekly or as needed basis throughout the year to fulfill its assigned function. Consisting of teachers and administrators, the basic purpose of this committee will be to make recommendations to the building principal on all appeals resulting from the implementation of the attendance policy.

The Attendance Appeals Committee may require documentation in the form of doctor's notes, court appearance notes or other pertinent data. This information should be made available to the committee upon request, with the understanding that said data will be considered, but not necessarily accepted, as reason for granting an appeal.

All attendance appeals are to be made through the Attendance Office. Any questions regarding this Committee should also be directed to the Attendance Office. The telephone number of the Attendance Office is 973-664-2305.

8. **Academy “Z-Block” Students:**

- a. Underclassman (9th, 10th and 11th) students enrolled in the Academy for Math, Science and Engineering shall be permitted seventeen (17) absences in a full-year Z-Block course.
- b. Senior students enrolled in the Academy for Math, Science and Engineering shall be permitted nine (9) absences in each semester Z-Block course.
- c. Parents will be notified by a letter of a student’s fourth (4) and ninth (9) absence from a semester Z-Block course and eighth (8) and seventeenth (17) absence from a full year Z-Block course.
- d. At the occasion of a student’s eighteenth (18) absence in a full year Z-Block course or tenth (10) absence in a semester Z-Block course, parents will be notified of their right to appeal the student’s loss of credit in the class. Parents must request an appeal with in **five (5) days** of notification of loss of credit.
- e. Students enrolled in the Academy for Math, Science and Engineering who accrue classroom absences in their Z-Block class in excess of the regulations stipulated in items 8a and 8b above will be considered not to have completed the prescribed course of study and shall be excluded from the course after notification of the right to appeal. The student’s transcript will be marked “Withdrawn/Failure” or “Withdrawn/Passing” and a grade of 50 will be utilized for class rank.
- f. Students enrolled in the Academy for Math, Science and Engineering will follow attendance policies established by the Morris Hills Regional District Board of Education.

RULES FOR STUDENTS ATTENDING Morris County School of Technology (MCST)

- 1. Attendance will be taken before students board the school bus to MCST.

2. Students who miss the bus will be marked tardy and must remain in study hall. In an emergency, if a parent/guardian needs to drive a student to MCST, that parent must notify the attendance office by phone 973-664-2305. Failure to do so will result in an In-School Suspension (ISS) for a first offense and an Out-Of-School Suspension (OSS) for all subsequent offenses.
3. No student is allowed to drive to or from MCST without administrative permission and doing so will result in an immediate out-of-school suspension. Administrative permission for a student to drive will only be granted for extenuating circumstances and only with written permission from a parent/guardian.

PARTICIPATION IN SCHOOL FUNCTIONS

No student may participate in a school function unless he/she is in attendance during the regular school day. Any exception must be secured from either the Principal or the Assistant Principal.

RELIGIOUS HOLIDAYS

The MORRIS HILLS REGIONAL DISTRICT Board of Education recognizes the right of the students to observe the religious holidays of their faith and therefore states:

1. Any pupil absent from school because of a religious holiday may not be deprived of any award or of eligibility or opportunity to compete for any award because of such absence.
2. Pupils, who miss a test or examination because of absence on a religious holiday, must be given the right to take an alternate test or examination.
3. To be entitled to the privileges set forth above, the pupil must present a written excuse signed by a parent or person standing in place of a parent.
4. Any absence because of a religious holiday must be recorded in the school register or in any group or class attendance record as an excused absence.
5. Such absence must NOT be recorded on any transcript or application or employment form or on any similar form.
6. The Commissioner, with the approval of the State Board of Education, is required:
 - a. To prescribe such rules and regulations as may be necessary to carry out the purposes of this act.
 - b. To prepare a list of religious holidays on which it shall be mandatory to excuse a pupil. The list, however, is to be a minimum list. Boards of education, at their discretion may add other days to the list for the schools of their districts.

Permission for an excused religious holiday will be granted to those students who submit a written parental request prior to the day of the excusal.

PERFECT ATTENDANCE

The Perfect Attendance Policy is intended to recognize and reward students who, except for the reasons defined below, are present for every block of instruction every day of the school year. This policy is separated and distinct from Board Regulation #5200 which clearly delineates reasons for an excused absence. Any absence, except those listed below, of more than 10 minutes from a block will constitute an absence, and thus make a student ineligible for the Perfect attendance Award.

The following acceptable reasons will not be held against a student striving for perfect attendance:

1. The student has an appointment with the Division of Motor Vehicles to take his/her road test during the school year.
2. The student is required to take a test or participate in an interview of audition for admission to a program or college and it cannot be scheduled outside the school day. A letter from the college verifying this requirement must be on file in the attendance office.
3. The student is required to appear in a court of law for reasons other than paying a traffic ticket or pleading guilty or no contest to a criminal charge. Appearance in court for an offense that the student is subsequently found guilty will make the student ineligible for the Perfect Attendance Award.
4. The student has a death in the immediate family. An immediate family member is defined as the mother/father/sibling/grandparent or other legal relative of a similar nature who resides in the same house as the student.

5. The student is excluded from attending school for public health and/or safety reasons and it is not the health of the student that is the cause of the absence.
6. The student is participating in a school sponsored field trip or he/she is a member of a club or athletic team participating in an event that interferes with the school day.

Any appeals for denial of the Perfect Attendance award will be heard by the Superintendent of Schools.

Each year students who meet the criteria of perfect attendance will receive a congratulatory letter from the principal and a pin signifying their accomplishment.

PERFECT ATTENDANCE: COLLEGE VISITATIONS

Students who plan to attend college after high school are encouraged to visit the colleges and universities to which they are going to apply. Most colleges offer Saturday Open House program and are also in session on many of the days that the Morris Hills Regional District is closed. Students are encouraged to make arrangements for non-mandatory college appointments and tours during these times.

If a junior or senior chooses to visit a college, university, or other form of career education (technical schools, military, etc.) students should meet the following conditions for the day to be excused:

1. Juniors and seniors are permitted two excused college visits per school year. Additional absences will be recorded as unexcused absences.
2. If additional days are necessary, students must meet with the Attendance Administrator to discuss extenuating circumstances such as extended travel days, placement testing, etc.
3. The Attendance Office must be notified at least two weeks prior to the student's absence.
4. Within one week after the visit, please bring in written proof stating the date and time of the visit on college letterhead.
5. Any absence due to a college visitation or other form of career education (technical schools, military, etc.) will forfeit a student's eligibility for perfect attendance.

Failure to follow this procedure will result in the days being recorded as an unexcused absence.

HEALTH SERVICES

A Health Office is provided for student use, and it is staffed with two full time registered nurses in charge. Students coming to the Health Office after 8:05 AM or between classes must present an authorized pass, except in the case of emergency. Medical forms may be obtained in the nurse's office or on the district website.

PHYSICAL EXAMINATIONS

All Grade 9 students and new entrants in the school are required to have a comprehensive physical examination which includes ears, nose, heart, lungs, hernia, and back. This examination must be completed by your personal physician, with the results of the examination documented on the district Medical Examination Form. This form must be returned to the health office within 30 days upon enrolling into school.

SCREENINGS

All screenings will be conducted in school by the certified school nurses.

The following screenings are required by the state.

- Grade 9 height, weight, blood pressure and vision
- Grade 10 height, weight and blood pressure
- Grade 11 height, weight, blood pressure scoliosis and hearing
- Grade 12 height, weight and blood pressure

The school district shall provide for the notification of the parent of any student suspected of deviation from the recommended standards.

PHYSICAL EDUCATION EXCUSALS

In order for students to be excused from participating in Physical Education class, a physician's note must be presented which states the diagnosis and the length of time to be excused. If the length of excusal exceeds ½ the marking period, the student must complete a medical packet to receive a grade for that quarter.

A note from a student's parent will not be accepted as an excuse from Physical Education classes. The student who presents a parental note is expected to dress for class and participate. Students having a permanent medical excuse or participating in a restrictive Physical Education program must submit updated documentation on an annual basis.

Students with a doctor's note or a note from the hospital will be sent to the nurse and excused. If the excuse is longer than a week, the student will report to his/her guidance counselor to be assigned to a study hall.

If a medical excuse exceeds more than half the marking period days, the student will receive a "medical" for that marking period with a loss of 1.25 credits unless the student completes a state mandated physical education packet obtained through the Health and Physical Education Department. At the conclusion of the medical excuse, a doctor's release note is required to resume participation.

Students who are able to participate in P.E. classes but possess a medical condition (such as , but not limited to, asthma, diabetes and/or allergies requiring self medication) which, at times, creates the need for activity limitations must report this condition to the Health Office and inform his/her P.E. instructor. A Restrictive Physical Education form must be completed by the student's doctor. If a student has a yearly medical or restrictive form for physical education, that form must be updated annually.

MEDICATION

During the school year, your child may need to take medication during school hours. The school will not supply over-the-counter (OTC) medications to students. Students requiring prescribed and/or OTC medications during school must submit the district medication form, which may be obtained in the nurses' office or on the district website. This form must be signed by a parent/guardian and legally authorized prescriber. Prescription medication must be in the original bottle with the prescription label. (Ask the pharmacist to provide two bottles with proper prescription labels so that you can have one for home and one for school.) All OTC medications must be in the original manufacturer's packaging. All medications should be delivered to school by the student's parent/guardian. These medications are not to be carried on the student's person nor kept in a student's locker. All prescribed medications, as well as OTC medications for students must be kept in the Health Office. Medications should be picked up by the student's parent/guardian at the end of the school year.

ILLNESS / ACCIDENT

In case of illness during the school day, students must report to the School Health Office. **STUDENTS WILL NOT BE PERMITTED TO LEAVE THE SCHOOL GROUNDS** because of illness without the school nurses' medical sanction. All extended absenteeism's will be investigated as to the student's illness and length of absence.

Following hospitalization, prolonged illness or absences of five days or more, all students are required to re-enter school through the Health Office, accompanied by a note from the attending physician which includes the diagnosis and the date of re-admission to school. Students then report to the Attendance Office with a Health Office note certifying their ability to return to class.

Any student who is injured must report the injury to the supervising staff member immediately. An accident form must be completed in the Health Office within twenty-four hours of the incident. This applies to field trips and any school sponsored function. Medical Emergency forms must be completed and returned to first block teachers the first week of school.

SELF-MEDICATION

According to Morris Hills Regional District Board of Education Policy #5330, no medication will be

administered to pupils except by the school nurse. The policy includes an exception for self-administered medication for pupils with asthma and other potentially life-threatening illnesses.*

1. Any parents requesting permission for their student to self-medicate in school will contact the school nurse for the Morris Hills Regional District Asthma Treatment Plan, Emergency Healthcare Plan for Allergic Reactions and/or the Self-Medication Form.
2. The above forms must be used for potentially life-threatening illnesses only and must be completed by the parent/guardian and legally authorized prescriber.
3. The completed form should be returned to the school nurse in the health office.
4. The form needs to be completed for each school year and maintained on file in the health office.
5. As outlined in Policy #5330: "Pupils self-administering medication shall report each incident to a teacher, coach, or other individual designated by the school district to be in charge of the pupil during school activities.
6. The privilege of self-administering medication may be revoked when the pupil has failed to comply with school policy and the tenets of the agreement to self-medicate.
7. The Board of Education and its employees shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil.

The New Jersey State Department of Health and the New Jersey Chapter of the American Academy of Pediatrics have developed the following definition for life-threatening illness for use with our District policy:
*Life-threatening illness means an illness or condition that requires an immediate response to specific symptoms or sequelae that if left untreated may lead to potential loss of life such as, but not limited to, the use of an inhaler to treat an asthma attack or the use of an adrenalin injection to treat a potential anaphylactic reaction.
Source: 18A:40-12.3

CONTAGIOUS DISEASES

Students will not be permitted to enter school or classrooms after a contagious disease or medical exclusion without a medical clearance from their private medical doctor and a medical re-entry certificate from the school nurse. Students must be fever free for 24 hours before returning to school.

Students will be **MEDICALLY EXCLUDED** from school for insufficient immunizations as ruled by the Board of Education and New Jersey State Department of Health Regulations. The students may not re-enter school without the necessary medical affidavits.

SAFETY

Each student should be extremely aware of good safety procedures. Safety should be practiced in the classroom, halls, on the playing fields, buses and all areas of the school and community. Practice common sense, follow rules and regulations, and be aware of potential hazards and exercise good judgment. If these suggestions are followed, accidents can be avoided. Students enrolled in industrial arts, vocational, home economics, and technical education must wear eye protection in accordance with 18A:40-12-1.

STUDENT INSURANCE

Student accident insurance will be made available on a direct contract basis with the insurance company selected by the Board of Education. Information regarding optional student insurance was mailed to all parents in August. Additionally, interscholastic athletic insurance, including band, cheerleaders, twirlers, and flag bearers, will also be covered by the Board of Education. This policy will define the extent of the coverage. Please note that these policies are written on an excess basis and bills must be first submitted to the parents' basic and major medical carriers.

This plan insures the student while:

1. **AT SCHOOL:** During the hours and on the days when school is in regular session.
2. **TRAVELING:** Directly to and from the student's residence and the school, for regular school sessions, for such travel time as required, but not exceeding one hour before regular school classes begin, and not more than one hour after regular school classes are dismissed, unless additional travel time on the school bus is required subject to "No-Fault" auto coverage.

3. ***AT SCHOOL SPONSORED ACTIVITIES:*** Participating in or attending an activity exclusively organized, sponsored, funded and solely supervised by the School and School employees, including travel directly to or from such activity in a vehicle furnished by the School and supervised by School employees.
4. ***ATTENDING ACADEMIC SUMMER CLASSROOM SESSIONS:*** Solely sponsored and solely supervised by the School.

ATHLETICS

Morris Hills High School and Morris Knolls High School are members of the NJSIAA, the Northwest Jersey Athletic Conference, the Morris County Ice Hockey League, the New Jersey Interscholastic Lacrosse League, the New Jersey Interscholastic Girls Lacrosse League and are represented by the following athletic teams:

- | | |
|---------|---|
| Fall: | Cheerleading
Cross Country (Boys and Girls)
Field Hockey (Girls)
Football
Soccer (Boys and Girls)
Tennis (Girls)
Volleyball (Girls) |
| Winter: | Basketball (Boys and Girls)
Bowling (Co-Ed)
Cheerleading
Fencing (Boys and Girls)
Ice Hockey
Indoor Track (Boys and Girls)
Swimming (Boys and Girls)
Wrestling |
| Spring: | Baseball
Golf (Co-Ed)
Lacrosse (Boys and Girls)
Outdoor Track (Boys and Girls)
Softball
Tennis (Boys) |

In addition to regularly scheduled contests, Morris Hills and Morris Knolls participate in county, state, and invitational athletic competition, and thus far have compiled an enviable record in these activities.

Each season, students will receive an athletic schedule that lists dates, times, and places of each athletic event. All athletic schedules can also be found on the school website.

SPORTSMANSHIP

The NJSIAA, Northwest Jersey Athletic Conference, and Morris Hills Regional School District emphasize the importance of good sportsmanship. The behavior of students, coaches and fans are guided by certain principles or expectations that we should all strive to meet. The following statements, in addition to the Spectator Code of Conduct, will serve as a guide to everyone's actions while in attendance at Morris Hills High School and Morris Knolls High School athletic events.

1. Gain an understanding and appreciation for the rules of the contest.
2. Exercise representative behavior at all times.
3. Recognize and appreciate skilled performances, regardless of affiliation.
4. Exhibit respect of the officials.
5. Display openly a respect for the opponents at all times.
6. Display pride in your actions at every opportunity.

SPECTATOR CODE OF CONDUCT

1. Accept the decision of the officials.
2. Do not endanger the safety or comfort of players, coaches, officials and/or school administration.
3. Refrain from actions which are deemed unsportsmanlike by the officials and/or school administration.
4. Spirit signs, noisemakers, food and drinks are prohibited in the gym.
5. Violation of this code may result in ejection.

ATHLETIC TRANSPORTATION

The following district procedures are to be followed regarding the transportation of student athletes to and from all athletic contests and practices:

1. Students (athletes on a team trip or shuttle) must travel on our buses to and from that athletic trip.
2. Athletes are not permitted to drive to away events.
3. On occasion, there may be need for a student to be transported home by their parents. If this need should arise, the following steps must be followed:
 - a. A Travel Release Form must be brought in at least one (1) day before the trip. Forms may be obtained in the Athletic Office.
 - b. The principal and the athletic director must co-sign the request.
 - c. The parents are the only ones who may transport their son or daughter.
 - d. No requests will be honored if these steps are not followed.

ACADEMIC ELIGIBILITY POLICY

The MHRD Board of Education believes that students who participate in interscholastic athletics, cheerleading, marching band, band front, class and student government officers, officers of student publications, and other co-curricular activities which necessitate extensive time for participation, should maintain a standard of academic performance that is consistent with the philosophy and purpose of our schools. Therefore, the Board of Education shall require standards for participation.

In addition to maintaining the academic standards prescribed in the district's eligibility policy, it is also expected that the students noted above demonstrate behavior commensurate with the expectations of the district.

In general, these expectations include, but are not limited to:

1. Maintaining a positive image that will be perceived by the school and community as exemplary.
2. Showing respect for other people and their property.
3. Strictly adhering to the MHRD code of conduct and attendance policies as outlined in the student handbook.
4. Being a positive role model for other students both in the school and the community.

ACADEMIC ELIGIBILITY REQUIREMENTS

Credits needed for graduation: 140

Credit Interpretation

- Five (5) credit courses will be awarded 2.5 credits when the student has a passing average for the first two marking periods.
- Ten (10) credit courses will be awarded 5 credits when the student has a passing average for the first two marking periods.
- Two and one half (2.5) credit courses completed during the first semester will be awarded 2.5 credits when the student has a passing average for the course.
- Two and one half (2.5) credits will be awarded for health and physical education when a passing average is achieved for the first two marking periods. In the event that the student has health one quarter and physical education another, 1.25 credits will be awarded for each passing grade received.

	<u>Fall Semester</u>	<u>Spring Semester</u>
Freshmen	Must have been promoted from the eighth grade.	Must be passing 30 credits.
Sophomores	Must have passed 30 credits in the ninth grade.	Must be passing 30 credits and have accrued 30 credits.
Juniors	Must have passed 30 credits in the tenth grade and have accrued 65 total credits.	Must be passing 30 credits and have accrued 65 total credits.
Seniors	Must have passed 30 credits in the eleventh grade and have accrued 100 total credits.	Must be passing 30 credits and have accrued 100 total credits.

MORRIS HILLS REGIONAL DISTRICT
ATHLETIC DEPARTMENT RULES AND REGULATIONS

The following rules and regulations are expected to be followed by each member of a Morris Hills Regional District Athletic Team.

1. All student-athletes must meet the academic eligibility requirements of the Morris Hills Regional District.
2. A physical examination will be required of all squad members.
3. A Parental Permission Form supplied by the district must be signed by both the parent and the athlete and returned to the appropriate school official.
4. All prospective student-athletes and their parent/legal guardian must consent to New Jersey State Interscholastic Athletic Association Steroid Testing and Random Drug and Alcohol Testing.
5. Athletes must report injuries immediately to the trainer or the coach. This should take place no later than the morning following the injury.
6. Team members are responsible for all uniforms and equipment issued by the school. Students must compete in the official school uniform. All equipment must be returned prior to any awards or before participation in another sport commences. The student athlete is responsible for the payment of lost or stolen equipment.
7. Respect for the condition of the locker-room and the belongings of others are mandated for student athletes.
8. Team members will conduct themselves as ladies and gentlemen during practices, at contests, or while traveling as a member of the team. Unsportsmanlike behavior or a disregard for the principles of fair play will be cause for dismissal from the team.
9. Disrespect toward school authorities may result in a parental conference and dismissal from the team.
10. All athletes are expected to attend all practices and contests unless they are excused by the coach. Squad members must attend school by **11:08 AM** in order to practice or compete unless they are excused by the administration of the school.
11. During transportation on school vehicles, all athletes are expected to behave in an orderly fashion and remain seated at all times. Athletes must use school transportation to and from contests or practices. Use of any other means of transportation is prohibited unless approved directly by school administration. When practice is over, team members must wait in designated areas for transportation home.
12. Individual team rules will be clearly defined by each head coach and passed out to each team members.
13. All athletes are subject to the rules and regulations of the New Jersey State Interscholastic Athletic Association and those of the Northwest Jersey Athletic Conference.

14. All athletes will not allow themselves to be hazed. Any athlete witnessing a hazing incident should report such incident to his/her coach and/or a school administrator.
15. Any athlete who has a medical excuse from Physical Education is prohibited from participating in athletic practices and games for the duration of the excusal.

In addition to the Rules and Regulations for individual sports, the following procedures have been adopted by the Morris Hills Regional School District Athletic Department to provide uniformity and continuity in determining disciplinary action for the more serious violations of our Athletic Code.

To further clarify the action that will be taken for violations of the Athletic Code.

1. A student will be governed by the policy from the first day of involvement in the Morris Hills Regional District Athletic Program until graduation.
2. All athletes and team support personnel (i.e., stats, managers, and cheerleaders) will be subject to these regulations.
3. As a student at Morris Hills High School and Morris Knolls High School, it must be understood that all athletes are responsible for adhering to all general disciplinary regulations set forth in the student handbook.
4. Individual coaches may have additional team regulations and penalties that must be adhered to by team members and team support personnel.

CODE VIOLATIONS AND DISCIPLINARY ACTION for a student who is involved with **illicit drugs, alcohol, steroids, or other controlled or dangerous substances** including any chemical or chemical compound that releases vapors or fumes causing an indication of intoxication shall be:

1. **First offense** – Any time an athlete is found to be involved with substances, **including being at a location where there is underage drinking or illegal drug use**, the athlete is suspended from the team for any regular season games for a period of seven (7) calendar days from the time he/she is known to be involved and informed of his/her suspension. The period of suspension must include a minimum of at least one athletic contest. *If involvement with substances is out-of-season, this consequence will be imposed for the next athletic season in which the athlete participates, and the seven (7) day suspension will start on the day of the first regular season game.* In either case, the athlete will be referred to the SAC and will be subject to Board Policy 5530.
2. **Second offense** – Any time an athlete is found to be involved with substances, **including being at a location where there is underage drinking or illegal drug use**, the athlete is suspended from that team for the remainder of the season. *If involvement with substances is out-of-season, this consequence will be imposed for the next athletic season.* In either case, the athlete will be referred to the SAC and will be subject to Board Policy 5530.
3. **Third offense** – Any time an athlete is found to be involved with substances, **including being at a location where there is underage drinking or illegal drug use**, the athlete is prohibited from participation in any further athletic or student activities that have eligibility standards for the remainder of their high school career. He/She is referred again to the SAC and is again subject to Board Policy 5530.

CODE VIOLATION AND DISCIPLINARY ACTION for any student who is involved with **tobacco products** in any form is:

1. **First offense** – (Any time in the student's high school career that involvement is proven beyond any doubt.) The athlete is suspended from the team for any regular season games for a period of seven (7) calendar days from the time he/she is known to be involved and informed of his/her suspension. The period of suspension must include a minimum of at least one athletic contest. *If involvement with tobacco products is out-of-season, this consequence will be imposed for the next athletic season in*

which the athlete participates, and the seven (7) day suspension will start on the day of the first regular season game. In either case, he/she is subject to Board Policy 5533, but may attend and participate in practices.

2. **Second offense** – (Any time in the student’s high school career that involvement is proven beyond any doubt.) The athlete is suspended from the team for any regular season games for a period of fourteen (14) calendar days from the time he/she is formally informed. The period of suspension must include a minimum of at least one athletic contest. ***If involvement with tobacco products is out-of-season, this consequence will be imposed for the next athletic season in which the athlete participates, and the fourteen (14) day suspension will start on the first regular season game.*** In either case, he/she is subject to Board Policy 5533 and must show proof that he/she has entered and is currently enrolled in a “Smokenders” type of program at the athlete’s expense. The athlete may attend and participate in practices during the suspension period.
3. **Third offense** – (Any time in the student’s high school career that involvement is proven beyond any doubt.) The athlete is suspended from the team for the remainder of the season. ***If involvement with tobacco products is out-of-season, this consequence will be imposed and the athlete is suspended from the team for the remainder of the season.*** He/She must show proof of having completed a second course such as “Smokenders” at their expense, before being permitted to start another sport. The student is still subject to Board Policy 5533.
4. **Fourth offense** – (Any time in the student’s high school career that involvement is proven beyond any doubt.) The athlete is suspended from all further athletic or student activities that have eligibility standards for the remainder of their high school career. The athlete is still subject to Board Policy 5533.

SCHOOL DISCIPLINARY ACTION

All violations of school board policy dealing with the above code at any time while the student is participating in a school function will be reported immediately to the school administrator in charge of discipline. Any disciplinary action will be determined by the severity of the offense.

Other violations of School Board Policy at any time while the student is participating in a school sport activity will be reported immediately to the school administrator in charge of discipline for the appropriate action. Actions of a more severe nature for a violation of this athletic code may be taken by the school administration or law enforcement agencies.

RANDOM DRUG & ALCOHOL TESTING PROGRAM

As per Morris Hills Regional District Board of Education policy, consent for random drug and alcohol testing shall be mandatory for any pupils who elect to participate in athletics.

CONSENT FOR RANDOM STEROID TESTING

As per New Jersey State Interscholastic Athletic Association policy, consent for random steroid testing shall be mandatory for any pupils who elect to participate in athletics.

IMPACT CONCUSSION MANAGEMENT PROGRAM

In order to better manage concussions sustained by our student athletes, the Morris Hills Regional School District uses the ImPACT (Immediate Post Concussion Assessment and Cognitive Testing) Program.

This computerized exam is administered to athletes beginning with sports programs that have a higher risk of head injury and then expanding to other teams as necessary. The protocol involves a 35 minute test with the

following components: Verbal Memory Composite, Processing/Visual Motor Speed Composite, Visual Memory Composite, Reaction Time Composite and Impulse Control. The program also includes background information on the student, including questions on health history, current health habits and past treatments. Copies of the questions are available for review in the athletic office in your school. This web-based program is completely confidential and password protected. You can learn about the test by visiting the website: www.impacttest.com.

If a head injury and a concussion are suspected, the athlete **will be required to retake the ImPACT test**. The appropriate medical professionals will then review both the pre-injury (baseline) and post-injury test data in order to evaluate the extent of the injury. This, along with other information, will enable these medical professionals to determine when it is safe for the injured athlete to return to play. As always, if an injury of this nature occurs the parents of the student-athletes will be contacted with all of the details.

These measures are being utilized as a means to keep health and safety at the forefront of the student-athletic experience. Morris Hills and Morris Knolls are two of over 100 secondary schools in New Jersey that are using this software as a way to address the serious sports-related issue of concussions.

ATHLETIC AWARDS

Student athletes shall receive an athletic award upon successful completion of the season from the school if they fulfill the requirements for each sport and have the approval of the coach of that sport and the Supervisor of Student Services/Athletics. This initial award (Varsity) will be in the form of an athletic M.H. monogram and Sport Pin. The second and subsequent varsity letter awards will be Brass Bars. Junior Varsity players receive a monogrammed patch - same standards as varsity awards. Second awards will receive a certificate. All Freshmen receive their graduating year numerals. Second awards will receive a certificate.

REQUIREMENTS FOR VARSITY LETTER

Baseball/Softball	1/2 total innings pitchers 1/3 number of games
Boys & Girls Basketball	1/2 number of game quarters
Bowling	1/2 number of varsity matches
Boys & Girls Cross Country	Points for 1/2 of meets
Boys & Girls Fencing	1/2 number of varsity matches
Football	1/2 of the total game quarters
Girls Field Hockey	1/2 of total of games
Boys & Girls Winter Track	Participation in 70% of all varsity meets
Boys & Girls Spring Track	Average of one point per meet
Golf	1/2 of total matches
Ice Hockey	1/2 total number of periods
Boys & Girls Soccer	1/2 total number of games
Boys & Girls Tennis	1/2 of total matches

Girls Volleyball	1/2 number of varsity matches
Wrestling	1/3 number of varsity matches (including tournaments)
Boys & Girls Swimming	Score one more point than twice the number of dual meets in the season
Boys & Girls Lacrosse	1/2 of total of halves/periods
Junior Varsity	Jr. Varsity players receive a monogrammed Patch – same standards as varsity awards
Freshmen Awards	All freshmen receive their graduating year numerals

Note: The ultimate decision in the granting of the above awards rests with the head coach and the Supervisor of Athletics.

**INTERSCHOLASTIC ATHLETIC AND CO-CURRICULAR
PHYSICAL EXAMINATIONS**

The Morris Hills Regional District Board of Education recognizes the need to administer a medical examination to all candidates and participants for the District's Interscholastic Athletic Teams as well as Marching Band and Cheerleading. These rules and regulations serve to implement Board Policy No. 2431 and New Jersey Administrative Code 6:29-6.4. Students examined by their private physician will do so at their own cost. Each candidate for a school athletic squad or team is to be examined within 365 days prior to the first practice session. A candidate may not participate in a practice or a game until this form is reviewed by the District Medical Inspector. Clearance by the sponsored physician is not sufficient.

Good physical condition, freedom from injury, and full recovery from illness are prerequisites to participation in athletic competition and practice for such competition. A candidate for a place on an athletic team or squad must receive a medical examination conducted at least once in each school year and must be approved by the school medical inspector, not more than 365 days prior to the first practice session for the sport of their choice. The school medical inspector may accept the report, on a form provided by the district, of a medical examination conducted, at no expense to the Board, of the pupil's personal physician.

The medical examination conducted to determine the fitness of a candidate for athletic competition must include, as a minimum, the medical history information and physical assessments set forth in rules of the State Board of Education and incorporated in their entirety in regulations implementing this policy.

The school medical inspector shall determine the pupil's physical fitness to participate in athletics. Written notification of that determination, signed by the school medical inspector or team doctor, shall be given to the pupil's parent or guardian and shall include the reasons for the approval or disapproval of the pupil's participation. The health findings of the medical examination shall be filed in the pupil's health examination record, subject to Board policy on pupil records. A form that is incomplete shall be returned to the medical home for completion.

NO ATHLETE CAN PRACTICE OR PLAY WITHOUT PASSING A PHYSICAL. CANDIDATES MAY NOT PARTICIPATE IN PRACTICE OR CONTESTS UNLESS THEY HAVE A CLEARANCE BY A DISTRICT MEDICAL INSPECTOR. CLEARANCE BY A PERSONAL PHYSICIAN IS NOT SUFFICIENT.

ATHLETIC PHYSICAL PROCEDURE FOR FALL SPORTS 2011

All students who will participate in the athletic program or marching band are required to obtain a physical examination as per Morris Hills Regional District Policy. A new physical is required every 365 days.

Students may obtain the physical examination from either their private physician or through the Urgent Care Center at 600 Mt. Pleasant Avenue in Dover, NJ (973-989-0800) for the cost of \$72.00 or the FUMC (First Urgent Medical Care) at 3175 State Hwy. 10 East, Denville (973-891-1213) for the cost of \$85.00.

Incoming freshmen who have already signed up for a sport will have all forms mailed to them by the end of the school year. Athletes in grades 10, 11 and 12 should have obtained forms from their respective coaches prior to the last day of school. Otherwise, additional copies may be obtained from the General Office or the Athletic Office of the high school.

Physical Examination Procedures:

1. Bring all forms with you to your physician or to the Urgent Care Center. This includes the Physical Evaluation form (white), Parent Consent Card (brown), Health History Questionnaire (pink), NJSIAA Consent for Steroid Testing (blue), and the MHRD Student Random Alcohol and Drug Consent-To-Test Form (yellow), Impact Assessment Form (White), NJSIAA parent/Guardian Concussion Policy Acknowledgement Form (Green) must be signed and returned to the Athletic Office. If you wear glasses or corrective lenses please bring them with you for your eye test.
2. Health History forms (pink) and Parent Consent form (brown) should be completed prior to the physical examination. **It is imperative that all blanks be filled out on these forms including parent/guardian signatures.** Your physician must also review Health History Questionnaire (pink) at the time of the physical exam. Therefore, you must bring the completed Health History Questionnaire (pink) to your exam appointment.
3. As per the Morris Hills Regional District Policy 2435, pupil random drug testing shall be mandatory for **all** students who “elect to participate in co-curricular activities, including athletics”. Therefore, no student will be eligible to participate in the athletic program without submitting a signed Consent form (Yellow). This consent is valid for the entire time that the student is enrolled in MHRD.
4. Student-athletes who need to self-medicate with an inhaler for asthma must also complete the district **Self-Medication Form**. This form will be available upon request in the General Office, Athletic Office, or at Urgent Care Center, but must be completed by the prescribing physician. The complete policy can be found on the District and/or Morris Hills High School website. Student athletes who carry an Epi-pen must complete the **Epi-pen delegation form**. Students with diabetes must complete the **Glucagon delegation form**. Forms are available in Nurse’s office or Athletic Office and must be completed by the prescribing physician.
5. Completed forms must be submitted to the high school prior to **July 15, 2011**. They may be dropped off in the Athletic Office, Nurses Office or sent by mail. This will allow time for the review and approval of the forms by our school physician prior to the start of team practices. Forms submitted after this date may delay your eligibility for practice. **No athlete is permitted to participate in practice without proper medical clearance.**

If you have any questions concerning this process please contact the Athletic Office at 973-664-2307.

PROCEDURES FOR WINTER AND SPRING SPORTS PHYSICALS

1. Physician’s medical examinations are valid for 365 days from the date of the exam.
2. Athletes who participated in the fall or winter season and who have not been injured do not need another physical examination; they only need to complete the Health History Updated Short Form and the Parent/ Guardian and Student Consent card.
3. Athletes who have not had a physical examination within 365 days prior to the winter or spring season must follow “Procedures for Fall Sports Physicals”. As soon as the private physician physical examination is completed, the forms should be brought to school and given to the nurse for the school Medical Examiner approval.

STUDENT ACTIVITIES

STUDENT CLUBS/ACTIVITIES PHILOSOPHY

The school provides educational experiences of several types. Though the classroom instructional program is the dominant means of attaining a school's objectives, not all objectives can be met solely through the formal courses of study. The student activities program is generally the major means of attaining those objectives that are not fulfilled completely by regular classroom instruction. Some student activities are characterized by extensive student participation in both the planning and executing of these programs. In others, the students are involved in the more traditional role of learner.

Experiences in the student activities program help meet the leisure, recreational, social and emotional interests and needs of students. Some experiences provide opportunities for self-directed specialization in areas that are of particular interest to individual students.

The student activities program helps to develop desirable social attitudes in situations providing opportunity for individual, small-group and entire school participation. In students, it develops an understanding of others whose values, feelings, and opinions may differ or conflict with their own. Also, opportunities are provided for the development of understanding and cooperation among social groups, as well as promoting positive relationships among students and staff members that go beyond the traditional classroom environment.

In some cases, students share responsibility for selecting, organizing, and evaluating the activities and their outcomes. The development of democratic leadership and cooperative attitudes is an objective for some activities. Others are concerned with learning and appreciating a particular skill or area of endeavor. Finally, the student activities program fosters in the student a sense of identity and a feeling of belonging to the comprehensive school community.

Following is a listing of all activities and clubs currently available to Morris Hills students. Hopefully, you will join one or more of these activities and clubs, as the faculty and administration feel involvement in extra-curricular activities will enrich your high school life. If you wish to learn more about any organization, or wish to institute a new club, please feel free to see the assistant principal in charge of student activities.

Academic Decathlon Team	Junior Class	Project Lead
Art Services Club	Junior Statesmen of America	REO Club
Astronomy Club	Key Club	School Newspaper – Hilltopper
Business Honor Society	Knights Quarterly	Senior Class
Band Front / Color Guard	Knights Templar	Set Designer
Brass Ensemble	LEO Club	Ski Club
Concert Band	Library Council	Social Studies Honor Society
Costuming	Literary Magazine – SEED	Sophomore Class
Creative Writing Club	Madrigals	Sound and Lighting
DECA	Marching Band	Spanish Honor Society
Drum Line	Math Club	Sports Medicine Club
Environmental Action Club	Math Honor Society	Symphonic Band
ERASE	Media Services	Student Government Association
Fall Play	Men's Choir	Tri M Music Honor Society
FBLA	Mock Trial	TSA / VICA
FCCLA	Musical	TV Production Club
French Honor Society/Club	National Art Honor Society	Varsity Club
Freshman Class	National Honor Society	Webmaster
Games Club	National Science Honor Society	Willow Tree Club
Gay / Straight Alliance	Parades – Marching Band	Wind Ensemble
German Club	Peer Listening	Winter Guard
German Honor Society	Peer Tutoring	Women's Choir
Interact Club	Photography Club	Yearbook Club – The Torch
International Thespian Society	Physics Club	Youth Alive
H.O.P.E.	Pit Band	
Jazz Band	Portable Sound	

In accordance with Board of Education Policy Random Alcohol and Drug Testing, the Morris Hills Regional District has established and maintains a program of random drug and alcohol testing for pupils enrolled in District High Schools who elect to participate in co-curricular activities. (Please see page 51 of the handbook.)

In accordance with the “Training Protocols for the Implementation of Emergency Administration of Epinephrine”, the pupil’s parent (s) or legal guardian must inform the school nurse of the student’s intent to participate in a school-sponsored club/activity.

S.G.A. WELCOME

The 2010-2011 Student Government Association would like to begin the school year by extending a warm welcome to the entire Morris Hills community - students and faculty, old and new. It hopes you enjoy the atmosphere and activities that await you here at M.H. during the upcoming school year. Morris Hills is a great school. It possesses a friendly atmosphere as well as endless resources and opportunities at the fingertips of each and every student. The SGA encourages everyone to get involved. Whether your talent lies in the classroom, on the playing field, or in a cooperative learning program, the SGA invites you to reap the benefits that our school has to offer. Voice your opinions through the different types of extracurricular activities and clubs that M.H. has to offer, and if you ever have any concerns of your own, don't be afraid to approach any one of the friendly members of the S.G.A. The S.G.A. is your key to addressing your worries at a higher level. It is willing to listen - our main purpose is to make Morris Hills the best that it can be both academically and socially. Enjoy the year ahead!

STUDENT OFFICERS 2011 - 2012

SGA		SENIOR CLASS	
President	Nimit Jindal	President	Hemal Shah
Vice President	Rachel Hayes	Vice-President	Michelle Chawla
Secretary	Jenna Chirico	Secretary	Dane West
Treasurer	Joshua Shamouil	Treasurer	Nora Dennehy
JUNIOR CLASS		SOPHOMORE CLASS	
President	Frank Chaparro	President	Mackenzie Hestevold
Vice-President	Peter DiGennaro	Vice-President	Katie Scott
Secretary	Alissa Halloran	Secretary	Emily Nieman
Treasurer	Shreyes Joshi	Treasurer	Seteena Turner

POSTING OF FLYERS AND POSTERS

All flyers and posters promoting school wide sponsored events and school elections must first be approved by an administrator prior to posting them around the school building. Failure to receive administrative approval will result in disciplinary action.

DANCES/PROMS

Many students, faculty and administrators feel that school dances are an important part of an extra-curricular program. The following rules apply to these functions:

1. Admittance to our dances/proms is extended only to students of Morris Hills Regional School District and their guests.
2. Guests must first be signed in and approved at the school office during the week previous to a dance/prom. There will be a limit of one guest per Morris Hills student.
3. Tickets may be purchased in school prior to the dance, at a discount price, or at the door at prevailing prices.
4. Entrance to the dance/prom shall be limited to the hours specified by the sponsor of the dance. Dances/proms usually conclude between the hours of 10:00 PM and 10:30 PM.
5. Once the student leaves the affair, he/she may not return and must vacate the campus immediately.
6. Items four or five above may be amended at the discretion of the dance/prom sponsor in the event of an emergency.
7. The appropriate attire for any dance/prom will be decided upon by the sponsor and the administration.

8. Smoking will not be permitted at any time during dances/proms.
9. Students are expected to maintain acceptable standards of behavior and conduct at all dances/proms.
10. The administration reserves the right to remove or deny the entrance of any student to a school sponsored dance/prom based upon inappropriate behavior.

ASSEMBLY PROGRAMS

It is the objective of the Student Government Association and the Administration to plan programs which reflect the activities of the school, promote school spirit, and recognize significant holidays. The purpose of our student assemblies is to provide a planned program in order to broaden one's knowledge, interest, and experience and to promote sympathetic and friendly consideration of the abilities of others. Some students expect all assembly programs to be strictly entertaining. The artistic and educational value of other types of entertainment should be understood. Good music and plays or the message of an outstanding speaker may be equally rewarding.

During assembly programs, only the best behavior is acceptable from our student body. The following procedures must be observed:

1. Students should pass to the assembly site along the prescribed route in a quiet orderly manner.
2. Students will follow the directions of the instructor and sit in the assigned area.
3. All participants making a presentation or receiving awards are to be suitably attired--coats and ties for males, appropriate attire for females.
4. Students must be attentive when the platform chairperson indicates that the program is ready to begin.
5. When students appreciate a program, they are expected to respond by applause. Whistling, shouting, lighting of lighters or matches, booing, stamping of feet, and rhythmic applause will not be tolerated.
6. Students are expected to maintain a courteous and respectful attention at all times.
7. Students misbehaving in assemblies will be sent to the Assistant Principal's Office.
8. Students will be dismissed by a member of the administration and will exit through the appropriate doorways, one section at a time.
9. As in the past school years, some of the assembly programs will be of a voluntary nature.

Specific instructions as to the details of each program will be announced in advance of the program date.

NATIONAL HONOR SOCIETY

The National Honor Society is an organization founded to honor students who have excelled in the areas of leadership, scholarship, service and character. Students applying for membership in the NHS cannot be discriminated against because of race, gender, ethnicity, political persuasion, socioeconomic background, disability, rumor or any other characteristic unrelated to the criteria for selection of the NHS. To be eligible as a junior, a student must attain a 90.0 or better average (not rounded) for five semesters. To be eligible as a senior, a student must attain a 90.0 or better average (not rounded) for six semesters. Faculty nominations and data forms completed by prospective members are reviewed by a faculty committee that selects students to be honored. Following induction, members are required to maintain the standards of the organization and act as models of behavior for the student body. Members are subject to all National Honor Society rules and regulations. An organization service program and an individual service program are requirements of membership.

NATIONAL HONOR SOCIETY GUIDELINES

CHARACTER

Candidate takes criticism willingly and accepts recommendations graciously; constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability); cooperates by complying with school regulations concerning property, programs, office, halls, etc.; demonstrates highest standards of honesty and reliability; shows courtesy, concern and respect for others; observes instructions and rules, punctuality and faithfulness in obligations both inside and outside of the classroom; has powers of concentration and sustained attention as shown by perseverance and application to studies; manifests truthfulness in acknowledging obedience of rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others, actively helps to rid the school of bad influences or environment.

LEADERSHIP

Candidate is resourceful in proposing new problems, applying principles and making suggestions; demonstrates leadership in promoting school activities; exercises influence on peers in upholding school ideals; contributes

ideas that improve the civic life of the school; is able to delegate responsibilities; exemplifies positive qualities; inspires positive behavior in others; demonstrates academic initiative; successfully holds school offices or positions of responsibility, conducts business effectively and efficiently, and is reliable and dependable without prodding; demonstrates leadership in the classroom, at work and in school activities; is thoroughly dependable in any responsibility he/she accepts.

SERVICE

Candidate shows willingness to uphold scholarship and maintain a loyal school attitude; participates in some outside activity; Girl Scouts; Boy Scouts; church groups, volunteer services for aged, poor, disadvantaged; family duties; volunteers dependable and well organized assistance, is available on his/her own time and is sacrificing; works well with others and is willing to take on difficult or inconspicuous responsibilities; willingness to render cheerfully and enthusiastically any requested service to the school; willingness to represent his/her class or school in interclass or interscholastic competition; willingness to do committee and staff work; readiness to show courtesy by assisting visitors, teachers and students. Service must be consistent during the candidate's high school career. **Service to both school and community is required.**

Selection Process

1. The Principal will appoint five members of the faculty to serve on a selection committee. The advisor is an ex-officio member of the committee.
2. The committee will make selections from junior candidates who have achieved a grade average of 90.0 or higher (not rounded) for five semesters and senior candidates who have achieved a grade average of 90.0 or higher (not rounded) for six semesters. A spring induction ceremony will be held for any newly selected members.
3. Students with a grade point average below 90.0 will not qualify for further consideration as National Honor Society Members.
4. Students who have qualified with a 90.0 or above average will be notified in writing that they will be considered for membership if they comply with the requirements of leadership, character and service. Students must provide a completed activity form giving references to attest to their merit in the areas of leadership, character and service. A signed parental form which indicates parent and student desire to continue application procedure and compliance with National's stated policy on student selection must also be complete.
5. The high school staff will be provided with a list of nominees and also a description of criteria which members must meet. Staff will nominate individuals in specific categories.
6. Staff nominations and student activity forms will be collected and compiled by the National Honor Society advisor who will then preside at meetings of the selection committee. Each candidate's form will be presented by the advisor to the selection committee anonymously. Additional information from report cards, student behavioral records, and permanent record cards will also be considered.
7. Upon receipt of the list of accepted members, the principal will send parents and students a letter of congratulations and notification of necessity of participation in an induction ceremony. A copy of the chapter by-laws will also be included in this letter. Those students who have not been selected must be notified and informed of the grounds for appeal and deadlines.

STUDENT SERVICES

LIBRARY

Students are encouraged to take full advantage of the library's resources: books, periodicals, CD-ROMs, access to the Internet and various on-line databases. The library offers an environment conducive to reading, research and reflection. Students are expected to work quietly and independently in order to maintain a pleasant academic atmosphere.

1. Hours: The library is open from 7:30 AM to 3:30 PM
2. Borrowing:
 - a. Books – two-week loans
 - b. Reference materials – must be used in the library and may be taken out overnight
 - c. Periodicals – must remain in library at all times
3. Obligations: Damaged or lost books will be paid for by the persons responsible

4. Attendance:
 - a. Students who wish to use the library during their study period should report directly to the library.
 - b. Students reporting to the library during lunch are expected to have a pass and stay in the library for the remainder of the period.
 - c. Late students will not be admitted into the library without a pass.
 - d. Students who are sent from class are expected to have a pass.
5. Students are encouraged to use the library for school and personal research.
6. Students who wish to use the Internet must follow school guidelines and adhere to the district's Internet acceptable use policy. All students will be permitted to access the Internet unless parents request otherwise in writing.
7. Students are expected to work independently in the library. An atmosphere conducive to study must be maintained.
8. The library reserves the right to alter rules when necessary.

FIELD TRIPS

As a part of the educational service of the school, students are taken on field trips requiring bus transportation.

Students attend only if the parents sign a consent slip.

All field trips are supervised by a classroom teacher. Other responsible adults may assist in supervision of field trips. Appropriate dress is required and will be indicated by the teacher in charge. Specific information on field trips will be given prior to the trip.

Students are responsible for making up all missed work while participating in the field trip.

Any attendance or discipline issues prior to departure may result in revoking approval to attend the field trip, and the student will forfeit the right to any refund. Discipline and attendance records will be reviewed by the administration prior to granting final approval for a student to attend an overnight field trip. Any attendance or discipline issues prior to departure may result in revoking approval to attend the overnight field trip, and the student will forfeit the right to any refund.

Alcoholic beverages are prohibited either at the destination or on the bus. Smoking is also prohibited.

In accord with the "Training Protocols for the Implementation of Emergency Administration of Epinephrine", the pupil's parent (s) or legal guardian must inform the school nurse of the student's intent to participate in a school-sponsored field trip. Students who have permission to carry an Epi Pen or an inhaler must bring it on the trip.

STUDY HALLS

The following rules apply to all study hall assignments:

1. Satisfactory conduct will be expected of each study hall student. Punctuality to and from a study hall assignment is expected from all students.
2. Cafeterias and classrooms will be utilized for study halls. Students may socialize in a quiet manner. Quiet study areas will be set aside in each study hall.
3. A limited number of students may go to the library. An attendance list is then sent to the study halls after the students have signed in (first come, first served basis).
4. The library is a place for research and quiet study. The librarian will request that students who talk or misbehave return to study hall. Uncooperative students may lose their library privilege.
5. An assigned study hall is to be considered a part of your daily schedule and, as such, attendance is mandatory. Failure to carry out this obligation will result in disciplinary action.

BUSES

A student who rides the school bus has certain responsibilities for the comfort and safety of other students as well as himself. It is important that parents stress the point that students conduct themselves in an orderly manner at the bus stop and on the bus. A student may only ride the bus to which he/she has been assigned.

Students are reminded that riding a school bus is a privilege and that this privilege imposes certain responsibilities. The privilege pertains to transportation to and from school, on field trips, and to away athletic contests.

Students must clearly understand that while riding on a school bus they are under the authority of the school and that all school regulations, school district policies, and state laws must be followed. The regulations described below are listed particularly for their importance and our insistence that student compliance be consistently followed.

1. **STUDENTS ARE TO RIDE THE BUS TO WHICH THEY ARE ASSIGNED.** Students are not permitted to take a different bus because it goes to a friend's house, a job, the dentist, etc. Consideration for change of a bus route will only be given for reasons of medical incapacity or physical change of residence.
2. Pupils are expected to conduct themselves in an orderly manner. Courtesy to others and respect for the law and property are expected. **SMOKING/CHEWING TOBACCO IS FORBIDDEN.**
3. Pupils will keep arms and legs inside the bus windows. No material will be discarded from the bus windows.
4. New Jersey State law requires that all students wear belts on buses where they are provided. Failure to comply will result in disciplinary action.
5. Bus drivers have designated stops. Please do not ask the bus driver to make any special stops.
6. Distracting the bus driver endangers the lives of all pupils on the bus. There should be no shouting, singing, loud noises, or foul and abusive language.
7. The school forbids students to haze or intimidate others. No student has the right to interfere in any way with another person's privilege of traveling on the bus without being bothered.
8. Pupils must understand that they are under the authority of the school while riding the school bus.
9. Disregard for bus regulations may result in the suspension of a pupil's bus privileges.
10. All bus complaints should be referred to the Assistant Principal's office.

Students should be aware that disregard for these bus rules will result in disciplinary action that could include suspension of bus privileges.

Lastly, New Jersey School Law, Title 18A:25-2, specifically addresses the behavior of students on school buses. That citation is noted below for your information.

18A:25-2 - AUTHORITY OVER PUPILS: BUS DRIVER RESPONSIBLE FOR ORDER.

A teacher or other person in authority over such pupil shall hold every pupil accountable for disorderly conduct in school and during recess and on the playgrounds of the school and on the way to and from school.

The driver shall be in full charge of the school bus at all times and shall be responsible for order; he/she shall never exclude a pupil from the bus, but, if unable to manage any pupil, shall report the unmanageable pupil to the principal of the school which he/she attends.

A pupil may be excluded from the bus for disciplinary reasons by the principal and his/her parents shall provide for his/her transportation to and from school during the period of each exclusion.

INTER-SCHOOL BUSING

Courses that have minimal enrollment at both schools will be consolidated and offered at only one school. Transportation, when necessary, will be provided.

STUDENT PARKING REGULATIONS (SENIORS ONLY)

A parking lot provided for senior student use is located on the campus of Morris Hills High School. These student lots are clearly defined as you approach the school grounds. In order for seniors to qualify for a driving and parking permit on the school grounds, they must comply with the following regulations:

1. A definite need for private transportation must be determined by the administrator.
2. **STRICT** adherence to the school's driving and parking regulations is mandatory. Those regulations are clearly defined on the application for the permit to drive and park motor vehicles on school grounds.

3. A PARKING STICKER, ISSUED BY THE ADMINISTRATION, MUST BE PLACED ON THE LEFT SIDE OF THE REAR WINDOW OF EACH CAR OR PLACED UPON A MOTORCYCLE IN A SUITABLE AREA.
4. Each student will lose his/her parking privilege for leaving campus without permission.
5. Students and their parent must attend a District-sponsored safe driving seminar prior to obtaining a parking permit.
6. Students and their parent must provide consent for the student to be entered in the District's Random Substance Testing program prior to receiving a parking permit.

It must be clearly understood that the permission to drive and park a motor vehicle, including motorcycles, on the school grounds is a **privilege**. Any driving violation on school grounds may result in immediate loss of the student's driving and parking privilege on the Morris Hills campus.

Students with parking permits may drive their cars or motorcycles to school in the morning, park them properly in the assigned parking lot, and leave in them at the end of the day. Students may not go to their cars during the school day without written permission from the administration.

Authorized parking is on school property only. Students who are in violation of parking and driving regulations will be issued Morris Hills and/or Township of Rockaway Borough parking tickets and/or will be towed at the owner's expense. **The speed limit on campus is 10 MPH.**

No senior will be assigned a particular spot in the senior parking lot. If the lot becomes full, the individual must find parking off campus. **Seniors may not park in any other parking areas!**

The Student Government Association has recommended that any student being granted a parking sticker, and thus being granted the privilege of driving his automobile to school, should help defray the printing cost of the sticker. Therefore, a \$20.00 charge has been instituted for each student driver utilizing the service. **ALL OBLIGATIONS MUST BE PAID IN-FULL BEFORE A PARKING PERMIT WILL BE ISSUED.**

While on school grounds, student vehicles may be subject to random searches using trained dogs and law enforcement personnel in an effort to enforce the district's zero tolerance policy for alcohol or drugs. In addition, student vehicles are subject to search under Board of Education Policy #5770.

The Municipal Council of the Borough of Rockaway and the Morris Hills Regional District Board of Education have established fire zones around Morris Hills High School. These zones are appropriately marked on the surface of the pavement and by standing or hanging signs to give adequate notice to the public. Boundaries and fire zone areas shall be marked with lettering on the surface of the pavement and upon said signs stating "NO PARKING, FIRE ZONE."

WORKING PAPERS

If a student is between fourteen and eighteen years of age and is pursuing part-time employment, he/she must obtain working papers issued by the Department of Labor, State of New Jersey. He/She may obtain a "Promise of Employment" and medical forms from the General Office. A person over eighteen does not need working papers, but may be asked to present an Age Certificate to his/her employer, which may also be obtained in the General Office. Any photo static copies of any material necessary to obtain working papers will be the responsibility of the applicant.

LOCKERS

1. All students are assigned a locker at the beginning of the school year. Gym locks are for daily use only and must be removed after each class. They are also issued a lock for each of their lockers, a black lock for the hall and a red lock for the gym locker. These locks may not be interchanged. Hall locks are issued to all Grade 9 students and are retained for all four years. Gym locks are distributed yearly.
2. Hall locks are collected from Seniors as part of the obligation process. Gym locks will be collected each year. If an assigned lock is lost, it must be replaced by another SCHOOL lock. Locks may be purchased through the General Office at a cost of \$5.00.
3. Lockers are assigned to students in good condition. If at the end of the year, there is some evidence to support the claim that a locker has been abused, the student will be charged a reasonable amount to

cover the cost of the repair. If a locker has been tampered with and items are missing, report the incident immediately to an Assistant Principal. **Only school issued locks may be used, others will be removed.**

4. Students are notified that their assigned lockers are the property of the Morris Hills Regional School District Board of Education. They may not be used as a depository for any substance or object which is prohibited by law or Board policy, or which constitutes a threat to the health, safety or welfare of any or all of the occupants of the building. **Random searches for controlled dangerous substances or other reasons may be conducted throughout the school year.** It is, therefore, extremely important that students do not share their assigned locker with another student(s). Sharing lockers could result in shared legal responsibilities if illegal or unauthorized items are found during a search. **The Morris Hills Regional District is not responsible for items lost or stolen from any locker assigned to students.**

LOST AND FOUND

Any lost articles found in Morris Hills should be turned in to the General Office. These stray articles will be held for a period of time in the Office. Students wishing to claim these lost articles may inquire at the General Office. Lost articles, which are not claimed within a reasonable time, will be given to a community charitable organization.

MONEY AND VALUABLES

If a student finds it necessary to bring large sums of money or valuables to school, the items should be deposited in the office safe until they are needed. The school, however, assumes no responsibility for lost or stolen articles.

When participating in physical education classes, students should leave all jewelry, wallets, and other valuables locked in their assigned lockers.

DAILY ANNOUNCEMENTS

In the morning and again at the end of the day, pertinent information for students will be relayed to the entire school through the public address system. All announcements must be sent to the "Video Announcements" via First Class and must be approved by your advisor and/or an administrator. Religious readings are not permitted.

The New Jersey School Law dictates that the following Pledge of Allegiance must be repeated every morning during the morning announcements:

**"I Pledge Allegiance to the Flag of the United States of America
and to the Republic for which it stands,
one nation, under God, indivisible, with Liberty and Justice for all."**

ELEVATOR USE

Students or staff members with a permanent or temporary physical disability will have the use of the elevator. The Nursing Staff will determine the appropriateness of such use.

GUIDELINES FOR STUDENT PUBLICATIONS-BOARD OF EDUCATION POLICY

In an effort to minimize occurrences of irresponsible journalism, the Morris Hills Regional Board of Education has seen fit to adopt a set of guidelines for student publications, to be observed by all members of the Morris Hills Regional community. The policy includes the following items with regard to distribution of student sponsored publications on the Morris Hills and Morris Knolls premises.

1. Definition of Publication
2. Time of Distribution
3. Location of Distribution
4. Distribution Approval
5. Problem of Littering
6. Publications Unacceptable for Distribution
7. Use of School Equipment
8. Appeals

The full text of this policy is available for perusal in the office of the administrator in charge of extracurricular activities or from the media specialists in the library. Close scrutiny should precede any attempt to print and distribute a student-sponsored publication.

CAFETERIA REGULATIONS

There will be no book-bags or coats allowed in the serving area (where food and drinks are purchased).

BREAKFAST PROGRAM

There is a breakfast program offered each day for students before school and during morning study halls. Cereal, rolls, bagels, milk and juice are offered Monday through Friday at nominal costs. Admittance to breakfast will be by cafeteria study hall teacher's pass only.

LUNCH PERIODS

The three lunch periods at Morris Hills High School are used to permit an adequate period of time for both lunch and relaxation. **NO STUDENT IS ALLOWED IN THE PARKING AREAS DURING THE LUNCH PERIODS. EATING IS PERMITTED ONLY IN THE CAFETERIA. NO STUDENT IS TO LEAVE THE CAMPUS DURING THE LUNCH PERIOD UNLESS EXCUSED BY AN ADMINISTRATOR.**

STUDENTS ARE NOT ALLOWED TO REMOVE FOOD OR DRINKS FROM THE CAFETERIA.

FIRE/EVACUATION DRILLS

The signal for a fire/evacuation drill will be a loud sounding siren. Students will leave their rooms quietly in single file and systematically make a safe exit from the building. Students will exit as directed by their teachers. Pupils on the second floor should form a double line coming down the stairs. As students pass during the fire/evacuation drill, no talking or boisterous behavior will be tolerated. It is most essential that students clear the building rapidly and quietly. Students must remain with their class and teacher. To assist in the evacuation of the building, fire/evacuation drill directional arrows have been placed in all instructional areas. During a fire/evacuation drill the pupils must move off the roadways into the designated safe areas.

STUDENT CONDUCT

DISCIPLINE AND BEHAVIOR REGULATIONS

The Morris Hills Regional District Board of Education recognizes the need to maintain communication with parents of students who attend the public schools. Whenever administrative action requires the assignment of Saturday detention or In-School Suspension, parents will be notified. If a student is to be suspended out-of-school, a parental conference is required prior to reinstatement to class.

1. **Referral Procedure** - Students who are having disciplinary problems in the classroom will be handled in the following manner:
 - a. The initial attempt at addressing classroom behavioral problems will be made by the teacher. The teacher may attempt to modify behavior through speaking with the student, assigning his/her own detention, contacting the parents, talking with the appropriate administrator for suggestions, or other methods to correct the student's behavior.
 - b. When the student's behavioral problems have gone beyond the scope of the teacher, the staff member will send a referral form to the appropriate administrator. The administrator will have a conference with the student and notify the teacher of action taken.
 - c. Students involved in inappropriate behavior outside the classroom will be referred to the appropriate administrator.

3. **Saturday Detention** - Detention assigned by an administrator for violations of particular aspects of the District's Disciplinary Policy, will be served on Saturday in the cafeteria at Morris Knolls. Any student

who fails to attend an assigned Saturday Detention must bring in a note on the following Monday to be eligible for an “emergency excusal” (examples: Dr.’s note, emergency room visit, death in the immediate family, etc.). A student who “cuts” SD will receive 2 days of in-school suspension plus attend the next scheduled Saturday Detention. A second cut will result in out-of-school suspension beginning on the following Monday, plus attendance at the next Saturday Detention.

The procedures and rules are as follows:

- a. The time for Saturday detention will be 8:00 AM to 11:00 AM in the Morris Knolls Cafeteria (students may enter the building through the doors by the stairs to the auditorium).
- b. The district is not responsible for transportation to or from detention.
- c. Student shall report on time with school assignments to be completed while in detention.
- d. Should school be canceled or should a pupil be absent on the day preceding Saturday detention, the pupil will be reassigned another detention.
- e. Students must be punctual; no late students will be admitted. Late students will be considered as cutting and face further disciplinary action.
- f. Students are expected to bring appropriate materials with which to work. There will be no cell phones, mp3 players, or video games, food, beverage, candy, comic books, etc. allowed in the SD room.
- g. Students will be expected to work the entire time while in SD. Any student not working will be removed from the SD room and referred to the building administration. No student is permitted to sleep during SD.
- h. Any student acting disruptively will be removed from SD and be referred to the building administrator for further disciplinary action.
- i. Lavatory privileges will be at discretion of the SD teacher.
- j. Students must adhere to all District Policies while attending SD. This includes no text messaging/cell phone calls and no smoking on school property.

3. **In-School Suspension** - In-School Suspension (ISS) will be assigned for serious or repeated violations of school policy, rules, or regulations. The purpose of the ISS/Remedial Program will be to allow the student to continue academic work while on suspension. The program will include an instructional component, as well as visits by guidance counselors.

Procedures for ISS are as follows:

- a. Pupils assigned to ISS are expected to obtain the signatures of all their assigned teachers on the ISS form. The ISS form will be given to the pupil at least two days prior to reporting to ISS. Failure to complete the form will result in disciplinary action.
- b. The number of days assigned shall be two or more for a pupil in ISS and should be left to the discretion of the building administrator.
- c. All pupils assigned to ISS must report by the beginning of Block 1 or 5 and will remain in ISS for the length of the school day. A late to ISS will be counted as a late to the student’s Block 1 or Block 5 class.
- d. Pupils who are absent from ISS must make up the day(s) missed.
- e. If ISS is assigned for cutting Saturday detention, those previously assigned detentions must still be served.
- f. Students may bring or purchase a lunch. Students must report to ISS with books and/or classroom materials - **no passes** will be issued for any reason.
- g. Pupils must work on school assignments designated by the classroom teacher or by the ISS/ Remedial Program teacher: assignments must be satisfactorily completed.
- h. Pupils are allowed one trip to the bathroom in the morning and one trip in the afternoon. Pupils who exceed the five minute time limit will be assigned a tardy for the academic class ordinarily attended at that time.
- i. Pupils must stay in their assigned seats and may not talk or sleep.
- j. Any unacceptable pupil behavior, including insubordination and breach of these rules, may dictate immediate and further disciplinary action.
- k. A student in ISS may have the same restrictions imposed on him//her as a student receiving OSS because of the severity and/or repetitive nature of the ISS. See the conditions of OSS illustrated below.

4. **Out-of-School Suspension** - Out-of-school suspension (OSS) is recognized as a severe disciplinary measure and should be considered seriously by the entire school community. During the period of OSS, a student shall not be on or near the school campus or attend extra-curricular school activities including squads, clubs/activities and/or work-study programs. Athletes who are suspended from the squad must have the coach's approval certifying the athlete's proper conditioning before they may return to compete. Students found on campus while on OSS will be subject to further disciplinary action. Re-admittance to school from OSS may take place only after a parental conference with an administrator.
5. **Referral to the Board of Education** - Students will be referred to the Board of Education for the following violations, which could result in expulsion from the district after a formal hearing is completed:
- a. Drug/Alcohol violation
 - b. Drug sales/alcohol sales
 - c. False alarm/bomb threats
 - d. Staff assault
 - e. Weapons policy violation
 - f. Other violations as determined by the Chief School Administrator.

EXPLANATION OF ACTION TAKEN

At the point after a student has received a warning for an individual violation, the next infraction for the same violation will be considered a second offense. At that point where a student has received three warnings for separate, individual violations, the next infraction of any nature will be considered a second offense.

The school district recognizes that inherent in the implementation of the student disciplinary policy, the school administration may resolve a problem beyond the limitations of the policy. Professional courtesy suggests that clear communication prevail between the parties involved in such matters.

The chart is a guideline and represents the MINIMUM action to be taken by the administration. The need to take more severe disciplinary action will be left to the discretion of the administration.

Infractions not listed will be left to the discretion of the Administration.

X - First Offense

XX - Second Offense

XXX - Third Offense

Infraction	Warning	Saturday Detention	ISS	OSS	Principal Referral	Board Referral
Being in an Unauthorized Area	X	XX	XXX			
Bias/Insensitivity Incident	X	X	X	X		
Class/Study Hall Cut		X	XX	XXX		
Computer Code		X	X	X		
Disruption in Assembly/Cafeteria <i>*May Lose Privilege to Attend Lunch/Assembly</i>	X *	XX *	XXX *			
Disruption in Class/Study Hall	X	XX	XXX			
Disruption on Bus/Seat Belt <i>*Possible Suspension of Bus Privilege</i>	X *	XX *	XXX *			
Dress Code Violation <i>*Must Change Clothing Item(s) Before Returning to Class</i>	X *	XX *	XXX *			
Drug/Alcohol Violation and/or Sales				X	X	X
Excessive Tardiness to Class/School	X	XX	XXX	XXX		
Failure to Sign in When Late <i>*For Students Being Driven to M.C.S.T.</i>	X	XX	XXX *X	*XX		

False Alarm/Bomb Threat				X	X	X
Forgery/Cheating Plagiarism (See “Student Integrity” Pg. 54)		X	XX	XXX		
Hazing/Display of Gang and/or Secret Societies			X	X		
Inappropriate Affectionate Behavior	X	X	X	X		
Infraction	Warning	Saturday Detention	ISS	OSS	Principal Referral	Board Referral
Inappropriate Behavior/Language/Gesture	X	X	X	X		
Inappropriate Use of Vehicle <i>*Revoke Parking Privilege</i>	X	XX	XXX *	XXX *		
Infractions Not Covered Shall Be Left to the Discretion of the Administration	X	X	X	X	X	X
Intimidation/Bullying/Harassment/Threats	X	X	X	X	X	
Insubordination; Failure to Obey Staff Member	X	X	X	X		
Misconduct in Saturday Detention/I.S.S. (and Repeat of Days in Sat. Det. and/or I.S.S.)	X	X	XX	XX		
Parking Violation <i>*Ticket and/or Tow</i> <i>**Ticket and Revoke Privilege</i>	X	X *	XX *	XXX **		
Physical Scuffle			X	X		
Possession of Prohibited Electronic Device <i>*Item Confiscated – Returned at the End of Day</i> <i>**Returned Only to Guardian</i>	X *	XX *	XXX **	XXX **		
Possession of/Setting off Fireworks, Starting Fire				X	X	X
Radio/Walkman/MP3 <i>*Item Confiscated-Returned at the End of Day</i> <i>**Returned Only to Guardian</i>	X *	XX *	XXX **	XXX **		
Saturday Detention Cut (and Make-Up Original Detention)			X	XX		
Sexual Harassment/ Sexual Contact of Pupils or Staff (See “Sexual Harassment” Pgs. 56-57)			X	X	X	X
Smoking/Possession Tobacco Products/Smokeless Cigarettes			X	XX		
Staff Assault				X	X	X
Theft/Extortion/Gambling			X	X		
Teacher Detention Cut (and Make-Up Original Detention at Teacher Discretion)		X	XX			
Truancy			X	XX		
Unauthorized Departure from School <i>*May Revoke Parking Privilege</i>			X *	XX *		
Unprepared for Physical Education <i>*4th Unprepared Results in Removal From Class for the Quarter with a Grade of 50</i>	XX	XXX				

Possession/Use of Cell Phone <i>*Item Confiscated – Returned Only to Guardian</i>	X *	XX *	XXX *	XXXX *		
Vandalism (Restitution on all Offenses)		X	XX	XXX		
Verbal Confrontation	X	X	X	X		
Violent Fight/Assault				X	X	X
Weapons Policy Violation				X	X	X

ACCEPTABLE USES OF COMPUTER NETWORKS/COMPUTERS

Use of the District’s computer facilities is a privilege given to students to facilitate completion of class assignments and projects. The proper use of these facilities is detailed in the Board of Education’s Acceptable Use Policy (AUP) which can be found on the district website (Board Policy 2361 – Acceptable use of...). Below are some clarifications and rules that, together with the AUP, set the expectations that students will adhere to regarding computers and related systems.

Unacceptable uses include:

- Copying commercial software in violation of copyright laws
- Using the network for financial profit, commercial advertising, or political lobbying
- Participating in any illegal activity
- Violating the rights of privacy of others
- Performing any acts of vandalism defined as a malicious attempt to harm or destroy another user’s data or to degrade a computer’s software performance
- Participating in any unauthorized activity
- Downloading, storing, or printing files that are profane, in violation of the District Weapons Policy, offensive or illegal, including possession of files in violation of Board of Education policy.

Individuals violating this policy shall be subject to appropriate discipline which includes but is not limited to:

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

All computer E-mail, software, hardware, and all data contained therein is the property of the Morris Hills Regional School District and can be used for educational purposes only. The District has the right to access and examine all data stored on its computer systems.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of the school building equipment. We should all be proud to maintain the high school in the fine condition past classes have left it for us.

Students are also responsible for the proper care of all books, supplies, and furniture provided for their use by the Morris Hills District Board of Education. In addition to any disciplinary action which may be taken by the administration, individuals who disfigure or destroy property, or in any manner damage or steal equipment belonging to the district or to other individuals, will be required to make suitable restitution.

CELLULAR TELEPHONES

Pupils are permitted to bring cellular telephones into school under the following conditions:

1. Cellular telephones must be turned off while in the school building and must be stored in a locker from 8:05 AM until 3:12 PM.
2. Students may not carry cellular telephones on their person, in their book-bags or purses for any reason during the day.
3. The only time students may carry a cellular telephone is when a teacher informs them they will be using it for a specific class activity. In such a case, students will retrieve the cell phones from their lockers just before class, and return them immediately after. At no time should the cell phones be visible outside of the classroom.

Any student in violation of this rule will have their cellular telephone confiscated immediately and be subject to the appropriate disciplinary actions. The student's parent or guardian will be required to come to school to pick up his or her child's cellular phone. No cellular phone will be handed back to a student.

CELLULAR TELEPHONES/CAMERAS DURING TESTS/EXAMS

A student may not have a cell phone, camera or other unauthorized electronic device in the classroom during a quiz, test, exam or standardized tests. If a student is found with a cell phone (this includes having one in a pocket or a bag), the student will automatically receive a zero on the assessment regardless of whether the phone is turned on or off. The cell phone/electronic device will be confiscated and the student will be subject to appropriate disciplinary actions for a cell phone violation. The student will not be permitted to remove the battery from the device. This rule applies to any form of assessment in which proper testing procedures must be established and maintained to preserve the validity of the assessment.

CORRIDOR PASSES

During blocks 1 through 8 a student may request permission from his teacher to go to the lavatory. This request may be honored at the discretion of the teacher, with a plastic corridor pass. Students requesting permission to go to a location other than the lavatory, drinking fountain, or locker will be issued a written corridor pass. When moving from one class to another a departure time and arrival time, as well as both teachers' signatures, must be written on the pass. The student is required to present the pass for examination upon request from any teacher or teacher aide. The pass permits one to go from the room to a destination and return. It does not permit one to make any unauthorized stops along the way. Failure to observe this regulation will result in a pupil being sent back to his/her original location or an Assistant Principal's Office. A student may not, under any circumstances, leave an assigned room without a pass.

CONTROLLED DANGEROUS SUBSTANCES/CHEMICALS POLICY (Complete Policy and Regulation #5530 are available on the District website)

The Board of Education recognizes that the abuse of drugs, alcoholic beverages, narcotics, sedatives, tranquilizers, and other dangerous substances and chemicals (hereinafter referred to as drugs) is a major health problem in our society today. The improper use of drugs in the school system is a threat to the health and welfare of the district pupils. The Board and staff in a unified effort shall attempt to prevent and control, through education, the improper use of such substances. The Board further recognizes the personal and legal consequences of pupil misuse of drugs.

The Superintendent is charged with the following responsibilities:

1. **Program Development**
 - a. Programs of instruction in health education and other appropriate disciplines shall incorporate a drug and alcohol unit, including tobacco and anabolic steroids, in accordance with Department of Education guidelines. A minimum of ten clock hours per school year of such education shall be

provided. The program should present a thorough knowledge of the chemical and physical effects of drugs, as well as an awareness of the psychological and sociological effects and reason for their use, and shall be appropriate to the pupil's age, maturity, and grade level in accordance with Department of Education guidelines.

- b. All Student Assistance Program services are to be available to self-referred and "at-risk" (for later substance use) pupils.
- c. The program will be evaluated on a bi-yearly basis utilizing a methodology determined by the regional Substance Assistance Leadership Team.
- d. Compliance with the confidential requirements will be in accordance with established federal regulations 42, CFR, part 2.
- e. Substance abuse educational programs for parents/guardians will be offered at times and places convenient to the parents on school premises or other facilities.

2. **Staff Awareness**

- a. Programs shall be presented for the staff whereby all school personnel will have knowledge of this serious health problem, including the ability to recognize the symptoms of drug abuse.
- b. Programs shall be presented on an annual basis.

3. **Reporting, Notification, Examination and Evaluation and Treatment of Pupils under the Influence of Substances Other than Anabolic Steroids**

- a. Any educational staff member or other professional to whom it appears that a pupil may be currently under the influence of alcohol or other drugs on school property or at a school function shall report the matter as soon as possible to the certified or non-certified school nurse or the school physician and the Principal as required in N.J.S.A. 18A:40A-12. If the Principal and the certified or non-certified school nurse or school physician are not in attendance, the staff member responsible for the function shall be notified. The Administrator shall complete the Violence, Vandalism and Substance Abuse Incident Report, according to N.J.S.A. 18A:17-46 and N.J.A.C.16A:5-3.
- b. Students identified through the memorandum of agreement, core team or other sources will be required to submit to a diagnostic assessment and comply with all recommendations. Failure to do so will result in disciplinary action as stated in BOE policy #5530.
- c. Students identified through memorandum of agreement with distribution of substances will be immediately suspended pending the outcome of a superintendent's hearing.
- d. Students identified through a core team referral or other sources will be recommended to submit to a drug/alcohol screen. A positive result will require a diagnostic assessment and compliance with all treatment recommendations of policy #5530.
- e. The Principal or his/her designee, in response to every report, shall immediately notify the pupil's parent(s) or legal guardian(s) and the Superintendent.
- f. The Principal or his/her designee, in response to every report, must arrange for an immediate medical examination of the pupil for the purposes of providing appropriate health care for the pupil and for determining whether the pupil is under the influence of alcohol, or other drugs, other than anabolic steroids. The medical examination shall be performed by a (doctor) physician licensed to practice medicine or osteopathy that is selected by the parent(s) or legal guardian(s). If the parent's or legal guardian's physician licensed to practice medicine or osteopathy is not immediately available, medical examination may be conducted by the school physician. If neither the parent's or legal guardian's doctor nor the school physician is immediately available, the pupil shall be taken to First Urgent Medical Care Center (FUMC) in Denville, or to the emergency room of the nearest hospital for examination. The pupil shall be accompanied by the pupil's parent(s) or legal guardian(s). If the parents are not available, a member of the school staff appointed by the principal shall accompany the student to the FUMC of the nearest hospital for an examination. Parental or legal guardian permission is not required for the school physician or emergency room examination. The parent(s) or legal guardian(s) may, but is not required to, accompany the pupil to the school physician and/or emergency room. The principal and/or designee will supervise the pupil while the student is waiting for the parent(s) or legal guardian(s) to take the pupil to the physician or waiting for and receiving the examination by the school physician or in the emergency room. An examination conducted by a physician selected by the parent(s) or legal guardian(s) shall be at the expense of the parent and shall not be at the expense of the school district. An examination conducted by the school physician, FUMC, or by a physician in the emergency room of the nearest hospital shall be at the expense of the school district.

This evaluation shall include:

- (1) Examination by a physician,
 - (2) Monitored urine screen, blood screen, and/or breath/saliva screens,
 - (3) Students and parents must comply with any additional medical test deemed necessary by the physician including the results of a drug and/or alcohol screen and those results must be shared with the school.
 - (4) If the student or parent does not comply with the medical evaluation, or refuses to release the results, the student will be subject to the same consequences as if he/she has a positive drug/alcohol screen.
- g. The school district, in cooperation with the medical professional licensed to practice medicine or osteopathy, will establish the minimum requirements to be used for these medical examinations conducted in accordance with N.J.A.C. 6A-4.3 et seq. The minimum requirements for the examination will be periodically reviewed and updated as needed. Any substance screening conducted by the school nurse and/or other staff is not a substitute for the required medical examination required in N.J.S.A. 18A:40A-12.
- h. A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parent(s) or legal guardian(s), the Principal, and to the Superintendent within twenty-four hours of the referral of the pupil for suspected drug or alcohol use.
- i. When the medical examination is performed by a physician other than the school physician or at the emergency room of the nearest hospital or at a designated medical facility approved by the Board, the parent is required to verify the medical examination was performed within two hours of the referral of the pupil for suspected drug or alcohol use. The verification will include the printed name, address and phone number, and signature of the examining physician indicating the required report is pending and the date by which it will be provided.
- j. If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the pupil's ability to perform in school, the pupil will be immediately returned to school pending drug or alcohol urine analysis results. If the written report of the examination is not submitted to the principal and/or Superintendent within twenty-four hours of the referral of the pupil, the pupil will not be allowed to return to school until such time as they provide medical clearance.
- k. If there is a positive determination from the medical examination, indicating the pupil's alcohol or other drug use interferes with his or her physical or mental ability to perform in school the pupil will be returned to the parent's care as soon as possible.
- l. If there is a positive drug screening indicating that the student was under the influence of substances, excluding anabolic steroids, the board-approved laboratory will fax the results to the building principal and the school physician. Attendance at school will then depend upon receipt of a written notification submitted to the principal and Superintendent from the physician who has examined the student. The initial report shall certify that substance use no longer interferes with the student's physical and mental ability to perform in school. The student is subject to disciplinary procedures as stated in BOE policy #5530.
- I. The student and parent will meet with the principal and the SAC. The student will be referred to an outside resource approved by the State Department of Health and certified by the appropriate drug and alcohol licensing board or a licensed practitioner who holds a certification in alcohol and drug counseling to conduct a diagnostic assessment for substance abuse.
 - II. If it is determined, through outside evaluation, that a student is abusing alcohol and/or other substances, the SAC will monitor the student's continuum of substance treatment. He/She will provide support services for students who are in treatment or returning from treatment for substance dependency.
 - III. The student will comply with continued monitoring of substance involvement. Results will be reported to the parent.
 - IV. The student is expected to comply with all treatment recommendations in order to remain in school.
 - V. All students returning to school from suspension or treatment programs must participate in a reentry conference with the parent(s), SAC, administrator and guidance counselor.

- m. Attendance at school will not resume until a written report has been submitted to the parent(s) or legal guardian(s), principal and Superintendent from the physician who has examined the pupil to determine whether alcohol or other drug use interferes with his or her physical or mental ability to perform in school. Removal of a pupil with a disability shall be made in accordance with N.J.A.C. 6A:14-2.8.
- n. If the results of the drug and alcohol screenings are negative, the student shall be permitted to resume classes immediately and no legal action can be taken against any individual involved in this procedure.
- o. If at any time it is determined a pupil's use of substances presents a danger to the pupil's health and well-being, the substance awareness coordinator or individual who holds a school nurse, school psychologist, school social worker, or student personnel services endorsement on the Educational Services Certificate and are trained in alcohol and other drug abuse treatment referral shall initiate a referral for substance abuse treatment. A parent(s) or legal guardian(s) refusal to comply with N.J.S.A. 18A:40A-12 frustrates the operation of these regulations and the return of the pupil to school shall be deemed to have violated the Compulsory Education Act N.J.S.A. 18A:38-25 and 18A:38-31, and/or the child neglect laws pursuant to N.J.S.A.9:6-1 et seq., and may be subject to prosecution. Furthermore, refusal or failure of a pupil to comply with N.J.S.A. 18A:40A-12 shall be handled by the district in accordance with N.J.A.C. 6A16-4.1(c)2.
- p. Any educational or non-educational school staff member who in good faith reports a pupil to the Principal or Principal's designee in compliance with Policy 5530 shall not be liable in civil damages as a result of making such a report, as specified in N.J.S.A. 40A-13 and 14.

4. Sale and/or Distribution

- a. Any staff member to whom it appears that a pupil is selling or distributing a substance as defined in N.J.S.A. 18A:40A-9 (including alcoholic beverages, controlled dangerous substances, metabolic steroids, or any chemical or chemical compound that releases vapors or fumes causing an indication of intoxication) shall immediately report the matter to the principal.
- b. The staff member having reasonable grounds to believe as a result of observation, information, or other source that a pupil is in possession(constructive or otherwise)shall escort the pupil to the principal.
- c. The pupil shall be searched at the direction of the principal consistent with Policy No. 5770.
- d. In the event the pupil refuses to be searched or in the event physical resistance is made by the pupil, police authorities should be contacted immediately. Physical force shall not be used by any staff member except in self-defense, defense of another, to obtain weapons or other dangerous objects, or to protect persons or property. Physical contact should be employed only as a last resort, and the amount of force extended must be reasonable under the circumstances.
- e. If there are reasonable grounds to believe that a substance as defined in "4a" is located in a pupil's locker or vehicle, the pupil shall be advised and the locker or vehicle shall be searched according to the conditions of Policy No. 5770.
- f. Any suspected substance as defined in "4a" will be confiscated, tagged, and secured pending notification of law enforcement officials.

5. Intervention and Treatment Referral

Intervention and treatment referral services shall include but need not be limited to the following:

- a. Referral will be made to a community agency recommended by the County alcoholism authority or the State Department of Health.
- b. Educationally related support services will be provided for pupils who are in care or returning from care for drug or alcohol dependency.
- c. A transitional plan will be designed to meet the educational needs of pupils with drug or alcohol use problems.

6. Reporting and Examination of Pupils under the Influence of Anabolic Steroids

- a. Whenever any teaching staff member, certified or non-certified nurse or other educational personnel have reason to believe that a pupil has used or may be using anabolic steroids that person must report the matter as soon as possible to the Principal or, in the Principal's absence, to a person designated by the Principal and to the certified or non-certified school nurse or the school physician or to the Substance Awareness Coordinator.
- b. Students identified through the memorandum of agreement, core team or other sources will be required to submit to a diagnostic assessment and comply with all recommendations. Failure to do so will result in disciplinary action as stated in BOE policy #5530.

- c. Students identified through memorandum of agreement with distribution of substances will be immediately suspended pending the outcome of a superintendent's hearing.
 - d. Students identified through a core team referral or other sources will be recommended to submit to a drug/alcohol screen. A positive result will require a diagnostic assessment and compliance with all treatment recommendations of policy #5530.
 - e. The Principal or his/her designee, in response to every report, shall immediately notify the pupil's parent(s) or legal guardian(s) and the Superintendent.
 - f. The Principal shall arrange for the immediate examination of the pupil by a physician licensed to practice medicine or osteopathy selected by the parent(s) or legal guardian(s). If the physician selected by the parent is not available to perform the examination, the examination will be conducted by the school physician, UMCC or emergency room or with the parent(s) or legal guardian(s) permission at a designated medical facility approved by the Board. An examination conducted, at parental request, by a physician other than the school physician or at a designated medical facility approved by the Board shall not be at district expense.
 - g. The pupil shall be examined as soon as possible for the purpose of determining whether the pupil has been using anabolic steroids. This examination will include a urine collection and analysis for anabolic steroid screening with standard diagnostic criteria and chain of custody protocol. Any student who shows a positive screen for anabolic steroid use will follow the same discipline procedure as mentioned under BOE policy #5530.
 - h. A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parent(s) or legal guardian(s) and to the Superintendent.
 - i. If it is determined that the pupil has been using anabolic steroids, the pupil and others shall be interviewed by a Substance Awareness Coordinator, school nurse, school psychologist, school social worker or student personnel services endorsements on the Educational Services Certificate and are trained to assess alcohol and other drug abuse for the purpose of determining the extent of the pupil's involvement with substances and the possible need for referral for treatment. In order to make this determination, the staff member may conduct a reasonable investigation which may include interviews with the pupil's teachers and staff. The school staff member may also consult with physicians and such experts in the field of substance abuse as may be appropriate.
 - j. If it is determined that the pupil's use of steroids represents a danger to the pupil's health and well-being, the Substance Awareness Coordinator or individual who holds a school nurse, school psychologist, school social worker, or student personnel services endorsements on the Educational Services Certificate and are trained to assess alcohol and other drug abuse shall initiate a referral for treatment to appropriate community agencies as defined in N.J.A.C. 6A:16-4.1(b), to out-of-state agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or to private practitioners certified by appropriate drug and alcohol licensing board.
7. **Review and Availability of Policies and Procedures**
- a. This policy (or a comprehensive summary) shall be distributed to each parent annually.
 - b. Health classes will hold a class discussion on the drug policy, Drug Free School Zone laws, and pupil rights.
 - c. The effectiveness of this policy shall be reviewed on an annual basis. Such review will utilize the input of the community, district pupils and personnel, home and school associations, and law enforcement officials as well as consultation with local agencies recommended by the Department of Health.
8. **Freedom from Liability for Staff**
Any staff member who reports a pupil to the principal shall not be liable in civil damages as a result of making such a report as specified by N.J.S.A. 2A:62A-4 and as provided under N.J.S.A. 18A:40-42.
9. **Evidence of Consultation**
In the development of this policy and its procedures, the following local agencies were consulted. Letters with copy of policy were sent soliciting recommendations.

12 Step Recovery
Hope House
Fair Oaks Out-Patient Recovery Center

10. **Students Involved with Substances**

Law enforcement agencies are obligated to inform the school district when a student has been involved with substances (N.J.A.C. 6:29-10.1). When the school is informed that a student has been charged with a substance related offense, the student must be assessed by a certified drug and alcohol counselor to determine level of involvement and possible treatment. The student will not receive school discipline consequences as long as he/she complies with the assessment and completes the recommended treatment.

11. **Procedures for Cooperating with Law Enforcement**

Procedures for cooperating with law enforcement drug operations and activities will be in accordance with the provisions of Policy No. 9322, Enforcement of Drug Free School Zones.

(5131.6) (5131.6.1) (5131.6.2)

N.J.S.A. 2A:62A.4; 2A:170-25.4

N.J.S.A. 18A:1-1; 18A:4-10; 18A:36-19.2; 18A:37-1 et seq.; 18A:40A-1 et seq.

N.J.S.A. 24:21-1

N.J.A.C. 6:29-6.1 et seq.

Adopted: 24 April 1972

Revised: 27 July 1987, 26 June 1972, 28 May 1991, 23 September 1991, 18 May 1992

DRUG/ALCOHOL REFERRALS

Parents and teachers may refer a student due to an observed behavior pattern which may possibly be related to drug and/or alcohol abuse or misuse. Also, students may make an appointment to discuss their personal concerns related to drug and/or alcohol use. All referrals or concerns are to be directed to the student's counselor or to the student assistance counselor. The Morris Hills Regional District works directly with drug treatment programs in seeking assistance for students with chemical dependency problems.

RANDOM ALCOHOL AND DRUG TESTING OF STUDENTS

In accordance with Board of Education Policy Random Alcohol and Drug Testing, the District shall establish and maintain a program of random drug and alcohol testing for pupils enrolled in District High Schools who elect to participate in co-curricular activities, including athletics, and for pupils granted on-campus parking privileges. The program shall function according to the following regulations.

ELIGIBILITY FOR TESTING

The pupil random drug testing program shall be mandatory for any pupils who:

- 1) Elect to participate in co-curricular activities, including athletics, beginning with their participation in their first activity in any school year.
- 2) Apply for, and are granted, a parking permit for on-campus parking effective the date the first parking permit is granted in the school year.

AND, the program shall be voluntary for all pupils who elect to participate with written parental consent or his/her own written consent if an adult pupil.

Pupils remain eligible for random testing from the date the Consent to Test Form is submitted until an Activity Drop Form is completed, or until the student graduates from the Morris Hills Regional District, whether or not they have been previously tested or are currently participating in co-curricular activities (including athletics) or parking at the time they are selected for a random drug test. However, pupils ceasing to participate in co-curricular activities, including athletics, or pupils surrendering their on-campus parking privileges may file formal notice and withdraw from the random drug testing program. Students withdrawn from the testing program remain withdrawn from the testing program for one (1) calendar year from the date of withdrawal with a built-in fifteen (15) day grace period for reconsideration.

DRESS CODE

The Board of Education respects the right of students to determine their mode of dress providing this mode meets the standards which have been established.

1. General rules

- a. Pupils are expected to be clean and well groomed in their appearance and should abide by common standards of decency in dress and appearance.
- b. Pupils are expected to avoid extremes in appearance that are so disruptive or distracting that the reaction of other pupils is beyond normal control.
- c. Dress or grooming that jeopardizes the health or safety of the pupil or of other pupils or is injurious to school property will not be tolerated.
- d. **All shirts worn by boys and girls MUST have sleeves.**
- e. Pants must be worn with the belt/waist at the waist. Underwear should not be visible

2. Prohibited clothing and articles

- The following garments and articles are prohibited in school and at school-sponsored indoor events:
- a. Extremely low-cut, tight fitting or transparent clothes, bare midriffs, and suggestive clothing;
 - b. **Skirts, dresses, and shorts must be a minimum length of five inches above the knee cap;**
 - c. Tights/leggings worn must have tops that are mid thigh;
 - d. Outdoor jackets, coats, or hats except when entering or leaving the building and when there is a defect in the heating system;
 - e. Bare feet, unsafe footwear, cleated shoes/footwear intended for the beach or open toed shoes are prohibited in technology and family consumer science classes;
 - f. Patches and decorations that are offensive or obscene;
 - g. Underwear worn as an outer garment; undergarments should not be visible
 - h. In the classroom, clothing required for physical education classes;
 - i. Clothing that is overly soiled, torn, worn, or defaced and jeans that are excessively ripped;
 - j. Nonprescription sunglasses, glazed, and tinted glasses, except as prescribed by the pupil's doctor;
 - k. Clothing, apparel and/or accessories which make reference to sex, drugs or alcohol, is demeaning to gender, race or ethnic groups or which indicate affiliation with any gang or organization associated with criminal activity or fraternities or sororities or styles which may suggest such affiliation (headgear, bandanas, and colored rosary beads are prohibited to be worn in school);
 - l. Only clear rosary beads are permitted to be worn in school;
 - m. Chains, cables or other accoutrements which could be used as weapons;
 - n. Other – beachwear, tube, halter or tank tops; gym, spandex or short shorts; bandanas or headbands

3. Enforcement

- a. Teaching staff members will report perceived violations of the dress code to the assistant principal, who will interpret and apply the code.
- b. Pupils who publicly represent the school or a school organization at an activity away from the school district are required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity or team. Pupils unwilling to comply with this requirement will disqualify themselves from participation.
- c. Pupils will not be permitted to attend a school-related function, such as a field trip, after-school activity unless they are attired and groomed in accordance with this dress code.
- d. The principal may waive application of the dress code on a day especially scheduled for pupils' free expression in dress and grooming.
- e. A pupil whose dress or grooming has been found by the principal to violate this regulation may appeal the principal's determination to the Superintendent, whose decision will be final.

4. Physical Education
 - a. Pupils shall wear the following types of clothing in physical education classes:
 - i) Athletic type shorts without pockets or fringes
 - ii) Tee shirts
 - iii) A sweatshirt/sweatpants for outdoor activities in cold weather
 - b. Belts, cut-offs, jeans, jewelry, sports bras as shirts, and dirty or torn clothing and accessories are prohibited.
 - c. Body adornments, including but not limited to, body piercing jewelry which may jeopardize the safety and well-being of the students and others are prohibited. All “body piercing” must be removed from eyebrows, nose, tongue or other parts of the body. The only jewelry that will be permitted are stud earrings in the ear lobes. These studs must be covered by a band-aid or medical tape. A hoop or ring does not constitute a stud earring and must be removed. The students will be responsible for providing their own medical tape or band-aid. All other jewelry must be removed, including rings, watches, bracelets, and necklaces. Students refusing to remove jewelry will sit and lose physical education credit for the day.
 - d. Pupils must wear sneakers only; slip-on shoes, hard-soled shoes, and bare feet are prohibited in gym class.
 - e. Unprepared for class – not appropriately dressed for participation.
 - 1st U = -5 (verbal warning by teacher)
 - 2nd U = -5 (administrative warning)
 - 3rd U = -5 (Saturday Detention)
 - 4th U = Removal from class for the remainder of the marking period and receipt of a grade of 50 or below for that quarter grade

HAZING, HARASSMENT, BULLYING or CYBER- BULLYING

“**HAZING**” is exacting humiliating performances from or playing rough practical jokes on another individual.

“**HARASSMENT, INTIMIDATION OR BULLYING**” means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is reasonably perceived as being motivated by 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
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.
5. Creates a hostile educational environment for the pupil by interfering with a pupil’s education or by severely or pervasively causing physical or emotional harm to the pupil.

Acts of harassment, intimidation or bullying may also be a pupil exercising power and control over another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

“**CYBER-BULLYING**” is the use of electronic information and communication devices, to include but not be limited to, e-mail messages, instant messaging, text-messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

1. Deliberately threatens, harasses, intimidates an individual or group of individuals; or
2. Places an individual in reasonable fear of harm to the individual or damage to the individual’s property; or
3. Has the effect of substantially disrupting the orderly operation of the school

In the event that hazing, harassment, bullying or cyber-bullying was committed by a school pupil away from school grounds, the Building Principal or designee may report the investigation results to the appropriate law enforcement agency. In addition, school authorities have the right to impose consequences on a pupil for conduct away from school grounds when it is reasonably necessary for a pupil's physical or emotional safety.

Any form of HAZING, HARASSMENT, INTIMIDATION, BULLYING, CYBER-BULLYING, or such harassment of any kind between students shall be dealt with in the severest of fashions to include, but not be limited to, IN-SCHOOL SUSPENSION, OUT-OF-SCHOOL SUSPENSION, REMOVAL FROM TEAM OR CLUB, PRINCIPAL'S OR SUPERINTENDENT'S HEARING. Hazing, harassment, intimidation or bullying in any form is absolutely forbidden and will be assessed as the greatest form of interpersonal disrespect.

Any concerns or reports of harassment, intimidation or bullying should be reported to an administrator or the District Anti-bullying Specialist. The District Anti-bullying Specialist is Mr. Nicholas Norcia. He can be reached at 973-664-2324.

The Board's policy (5512) prohibiting harassment, intimidation and bullying and explaining the consequences of such actions can be found on the district main website (www.mhrd.k12.nj.us) as well as on the (Morris Knolls)(Morris Hills) school website. Copies of the policy are also available in the Main Office.

PARTICIPATION IN ACTIVITIES/SENIOR ACTIVITIES

The participation in any school activity is a privilege. Administrative approval to participate is granted based on academic and discipline records. Any attendance or discipline issues prior to an event may result in the denial of the student to participate in the activity and subsequent activities. This includes prom, senior picnic, graduation and project graduation.

SENIOR SIGN-OUT PRIVILEGES: GUIDELINES

1. All **SENIORS MUST** report to 1st or 5th block for daily attendance and announcements. Senior sign-out privileges apply **ONLY** to blocks 1, 2, 4, 5, 6 and 8 study halls. There will be no sign-out privileges during lunch blocks.
2. Seniors will be permitted to sign out to the following areas during their study hall blocks, but must remain there for the entire block - Senior "Y", entrance steps to the "Y", Chorus, Band, and Library (all with permission of individual teachers).

Seniors found in locations other than those to which they have signed out will face the following consequences:

1st offense: Warning

2nd offense: Suspension of privileges

3rd offense: Indefinite suspension of privileges

3. Parking areas are off limits to all students.
4. These guidelines may be reviewed by the Senior Class Officers, Administration, and Student Government representatives.

SMOKING REGULATIONS

The Board of Education is committed to providing a healthy and productive environment for its students. The Board believes that education plays an important role in establishing patterns of behavior related to good health and shall take measures to help its students to resist tobacco use. Therefore, the Board shall promote non-smoking among its students.

Smoking or the possession of all tobacco products (including lighters, matches, and smokeless cigarettes) is prohibited in school buildings, on school premises, and in approved vehicles used to transport students. This provision applies to any school sponsored/approved activities or events where students are under the supervision of a staff member, club advisor, or athletic coach. The Chief School Administrator shall develop rules and regulations implementing this policy.

STUDENT INTEGRITY

The highest standards of honesty must apply to your actions at our school. Any act of dishonesty reflects upon you and affects the entire school community.

Among the most serious of offenses are copying and plagiarism. Both are forms of cheating. In copying, you are taking the work of another, either on homework or on a test, and claiming it as yours. The term plagiarism usually refers to a higher level of copying in which a person, often in preparing a research paper, copies from sources without indicating what sources were used. In effect, by not naming another source the student is claiming the work is his or hers. The term also applies if a student copies a research paper of another and claims that he or she is the author. Whether you are the person who gives or receives the information, you are guilty of a dishonest act and have put in jeopardy both your reputation and your academic standing.

All instances of cheating will be dealt with severely. Any work (homework, test, examination, or paper), which was done by dishonest means will receive a grade of "0". You will be subject to the discipline code, your parents will be notified of your offense, and a record of the incident will be placed in your file and retained for your high school career. Beyond all of these steps is the fact that you have been untrue to yourself and have damaged one of your most precious possessions, your character. You are responsible for your own work. If you lend your work to another student, even if you do not know that he/she plans to copy it, both you and the other student will still receive a zero on the assignment.

WEAPONS

The Board of Education prohibits the possession, use, or exchange of any weapon or weapon related information in any school buildings, on school grounds, at any school sponsored event, and on school sanctioned transportation except as the possession and use of a weapon or weapon related information is authorized by law and required by law and required in the performance of the possessor's duty.

Any pupil who possesses, uses, or exchanges a weapon or weapon related information in violation of this policy shall be subject to stringent discipline, **which may include expulsion**. Any pupil or school employee who suspects or knows of the presence of a weapon or weapon related information in violation of this policy and fails to report the same shall be subject to discipline. Any person who possesses a weapon or weapon related information on school premises or school transportation or at a school sponsored event shall be reported to the appropriate law enforcement agency.

GENERAL DISTRICT POLICIES AND PROCEDURES

(All Board Policies May Be Found on the District Website)

AFFIRMATIVE ACTION: TITLE VI AND TITLE IX

It is the policy of the Morris Hills Regional District not to discriminate on the basis of sex in its education program, activities, or employment policies or practices as required by Title IX of the 1977 Education Amendments and Title VI.

The "Affirmative Action Plan – Equality in Education Programs, School and Classroom Practices" and the "Affirmative Action Plan For Employment/Contract Practices" are maintained in the office of the District's Affirmative Action Officer.

AFFIRMATIVE ACTION: GRIEVANCE PROCEDURE - TITLE VI AND TITLE IX

The following is a summary of the procedure that has been established to deal with complaints that arise from Title VI and Title IX activities. Title IX prohibits discrimination on the basis of sex and Title VI prohibits discrimination on the basis of race, color, creed, religion, sex, ancestry, national origin, and social status. A grievance is defined as a complaint in which it is alleged that an individual's rights as set forth under Title VI and Title IX have been violated. The initiation of the grievance must be within 10 working days of the alleged occurrence.

- Level 1** - Informal discussions: Principal
- Level 2** - Written grievance: District Affirmative Action Officer
- Level 3** - Appeal to Chief School Administrator
- Level 4** - Appeal to the Board of Education

The entire policy, as defined by the Board of Education, explaining these four levels and procedures which were developed by the Superintendent for the administration of this policy is available in the General Office along with all forms that may be necessary to submit a grievance.

AFFIRMATIVE ACTION: STUDENT ACCESS

Within the Morris Hills Regional District, students are provided access to all curriculum offerings, athletics, and activities in a nondiscriminatory manner. Students are encouraged to register for clubs and activities, try out for athletic teams, and enroll in courses without regard to race/national origin, religion, sexual orientation, or disability. Any student with a recognized disability, as per the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Americans with Disabilities Act, will be provided reasonable accommodations on a per need basis. Students may register for courses with their counselors as per the district’s scheduling procedures. Students may enroll in clubs through the advisors assigned to those activities. The Morris Hills Regional District Curriculum Bulletin is available through the Guidance office. Club/activities handbooks are available at the beginning of each school year.

Inquiries regarding policies, practices or compliance with Title VI and Title IX may be directed to the Principal or to one of the following:

Mr. Nicholas Norcia
 Dist. Affirmative Action Officer
 Morris Hills Regional District
 48 Knoll Drive
 Rockaway, NJ 07866

Director of the Office of Civil Rights
 Department of Health, Education and
 Human Services
 Washington, D.C.

AFFIRMATIVE ACTION: SCHOOL OBJECTIVES

Our Equity Plan Goals and Objectives are updated to reflect our district needs. The following goals were established in 2006-2007 and will continue through 2012:

1. To foster positive student relations through increased understanding of multiculturalism and tolerance of differences.
2. To recruit and hire minority professionals to serve as role models for all students.
3. To decrease the drop-out rate of minority students.
4. To ensure that the physical structure of Morris Hills & Morris Knolls is accessible to all students.

FAMILY LIFE EDUCATION: PROVISION FOR EXCUSING STUDENTS

Section (i) of the code states the following:

Any pupil, whose parents or guardians presents to the school Principal a signed statement that any part of the instruction in Family Life Education is in conflict with his/her conscience, or sincerely held moral or religious beliefs, shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result there-from. (N.J.S.A. 18A:35-4.6 et. seq.)

Parents or guardians who wish to excuse their child(ren) from any part of the Family Life Education Program should contact their building Principal. An excuse form will be provided for parental signature. Students who are excused from all or a portion of the Family Life Education curriculum will be responsible for completing alternative assignments, approved by the classroom teacher or the Supervisor of Health. Any questions concerning the Family Life Education Program should be directed to the building Principal.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY/DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) allow parents/guardians to access information about their children. Parents have the right to inspect, review, and request correction of records. Parents may request changes to a student's record. In the event the administration does not agree with the requested amendment, the parents may submit a statement to be placed in the file.

In accordance with State and Federal Code, a school may release student directory information without written parent consent. Directory information includes the following: student's name, address, telephone number, grade level, date and place of birth, dates of attendance, major field of study, participation in officially-recognized activities, weight and height (relating to athletic team membership), awards and other similar information.

This information is not considered confidential "pupil records" as long as a parent or adult pupil has not prohibited, in writing, the release of such information. This information may be made available to organizations, newspapers, agencies and other individuals outside the school district. If a parent does not wish directory information released, a written request should be forwarded to the school principal.

NO CHILD LEFT BEHIND

As a parent or guardian of a student at the Morris Hills Regional District, you have a right to request information regarding the professional qualifications of the classroom teachers who instruct your child. Federal Law (NCLB) allows you to request this information and it be provided to you in a timely manner should you ask for it.

Specifically, you have the right to request whether the teacher has been licensed by the New Jersey Department of Education, whether a staff member has been permitted to teach under emergency certification provided by the New Jersey Department of Education, the teacher's college major and any advanced degrees held, and whether any teacher's aide who provides services to your child meets the qualifications of the New Jersey Department of Education.

If you would like to receive any of this information, please provide a written request through the building principal.

RECRUITMENT BY SPECIAL INTEREST GROUPS

Representatives of a bona fide educational institution, occupational agency, and the United States Armed Forces may recruit pupils on school premises by participation in assembly programs, career day activities and the like, and by distributing literature. Access for recruitment purposes will be equally available to all recruitment agencies, in accordance with law. Permission to recruit on school premises must be requested in writing before the planned activity and must be approved in advance by the Principal. The Principal shall not favor one recruiter over another, but shall not approve an activity that, in his/her judgment carries a substantial likelihood of disrupting the educational program of this district.

Nothing in this policy shall be construed as requiring the Board to approve or participate in an activity that appears to advance or inhibit any particular religious sect or religion generally.

RIGHT TO KNOW

Notice of any construction or other activities involving the use of any hazardous substances will be posted on a bulletin board in the school if hazardous substances will be stored in the school at any time throughout the year. Hazardous substance fact sheets for any of the hazardous substances being stored will be made available upon request.

SAFE SCHOOLS PROGRAM

The Morris Hills Regional School District, in conjunction with the police departments of Denville, Rockaway Borough, Rockaway Township, and Wharton, has instituted a Safe School Plan. This plan includes peer

counseling for students, relevant staff development opportunities and open communication among the high schools and the law enforcement agencies. Morris Hills and Morris Knolls are fortunate to have School Resource Officers in the buildings on a daily basis. The SROs serve as another resource for students to aide them in positive decision making. They also work with the administration to bolster school security.

The mission of the Morris Hills Regional District Safe Schools Program is to foster open lines of communication between the school's staff and students and the four law enforcement agencies that serve the families in the Morris Hills Regional District. As a result of this cooperative relationship we will be better able to identify and address needs and concerns of our high school students.

SEARCH AND SEIZURE - STUDENTS' RIGHT OF PRIVACY

Morris Hills Regional District recognizes that a pupil's right of privacy may not be violated by unreasonable search and seizure and directs that no pupil be searched without reason or in an unreasonable manner. Teachers and Building Administrators are charged with the responsibility of maintaining order and discipline in the schools of our District and of safeguarding the safety and well being of the pupils in their care.

In the discharge of that responsibility, the Principal, or his/her designee, may search the person or property of a pupil (including vehicles), with or without the pupil's consent, whenever there are reasonable grounds to suspect that the search will turn up evidence of a violation of law or school rules or there is evidence of possible endangerment to the safety of other pupils.

Additionally, the Board acknowledges the need for the in-school storage of pupil's possessions and shall provide storage places such as lockers for that purpose. Where lockers are provided for such storage, pupils may lock items against incursion by other pupils. The Board directs the building Principal to conduct a regular search at least annually of all storage places including lockers (gym and hall). In no storage place provided by the Board shall pupils have such an expectation of privacy as to prevent examination by the Principal or his/her designee.

Any controlled dangerous substances uncovered in a student's locker, backpack, purse, car or other identifiable item during the search will be handled by the appropriate law enforcement officials and the local magistrate. Any other items or information obtained as a result of these random searches will be handled by school officials.

SEARCHES: SUSPICIONLESS SEARCHES

Morris Hills High School reserves the right to conduct suspicionless searches as part of the Morris County Prosecutor's Office PROCEED Program. The Morris Hills Regional District Board of Education has given the school authorities permission to invite drug-scent dogs to conduct suspicionless inspections of school property. Subject to inspection are lockers, handbags, purses, backpacks, vehicles, other portable containers, and outer clothing removed from students. Students may be ordered to vacate a room and leave their outer clothing and other possessions behind as part of the unannounced random suspicionless searches using drug-scent dogs. The school reserves the right to use other drug-detection techniques in addition to scent dogs, including but not limited to random locker inspections.

SEXUAL HARASSMENT

Sexual harassment is unwanted sexual or gender based behavior that occurs when one person has formal or informal (such as one peer over another) power over the other. This includes harassment based on sexual orientation or gender identity. The Board of Education recognizes that all teachers; staff members and students have the right to freedom from discrimination which includes an environment untainted by sexual harassment. Sexually offensive speech and conduct are inappropriate to the operation of a school district and intolerable in a setting to which the children of this district are exposed.

Sexual harassment exists when any of four conditions are met: (1) submission to the conduct is made a term or condition, either explicitly or implicitly, of obtaining education or employment; (2) submission or rejection of

the conduct is used as factor in decisions affecting that person's education or employment; (3) the conduct has either the purpose or effect of "substantially interfering" with a person's education or employment; (4) the conduct creates an "intimidating, hostile or offensive" educational or work environment.

The sexual harassment of any teacher, staff member or student in this district will not be tolerated. Any employee or student found to have sexually harassed a fellow employee or student in the Morris Hills Regional District will be subject to discipline. For adult employees, this may include contacting the appropriate legal authorities. For students, the law requires that all incidents must be reported to the local legal authorities in addition to school discipline penalties.

The Morris Hills Regional Board of Education directs that all teachers, staff, and students to avoid using any language, inappropriate gestures, contact and/or behavior pattern that may be sexually offensive to others. Any such incident which may be viewed as intimidating, hostile or offensive, should be reported to the building Principal or to a staff member immediately. Our local Police Department and/or the Morris County Prosecutors Office will be notified of all sexual harassment incidents involving either students and/or staff members.

STUDENT PUBLICATIONS: GUIDELINES

Any student publication distributed in school or written by a Morris Hills or Morris Knolls organization must be approved by the administration. In an effort to minimize occurrences of irresponsible journalism, the Morris Hills Regional Board of Education has seen fit to adopt a set of guidelines for student publications, to be observed by all members of the Morris Hills student body. The policy includes the following items with regard to distribution of student sponsored publications on the Morris Hills premises.

- | | |
|------------------------------|---|
| 1. Definition of Publication | 5. Problem of Littering |
| 2. Time of Distribution | 6. Publications Unacceptable for Distribution |
| 3. Location of Distribution | 7. Use of School Equipment |
| 4. Distribution Approval | 8. Appeals |

The full text of this policy is available for perusal in the office of the administrator in charge of extracurricular activities or from the media specialists in the library. Close scrutiny should precede any attempt to print and distribute a student-sponsored publication.

VISITORS

The Administration requests that all visitors sign-in at the front desk. The visitor must show proper identification. He/she may then continue through the school for a specified time to the specified location. Visitors also need to sign-out when leaving the building.

Our own graduates may make appointments to visit staff during a prep block or lunch. As a general rule, however, the Morris Hills Regional School District DISCOURAGES visitation by area students who are on vacation or who represent schools which are not currently in session for one reason or another. Only a non-county resident who is an overnight houseguest of a Morris Hills student will be considered for a visitor's pass and this consent must be sought from the Assistant Principal AT LEAST ONE WEEK IN ADVANCE of the anticipated visit unless circumstances dictate otherwise. This request must be in writing and signed by a parent of the Morris Hills Regional student. A letter of permission from a parent of the visiting student must also be submitted. Failure to adhere to this procedure may result in denial of the request for a visitation privilege, and the visitor's immediate departure from the campus will be anticipated.

N.J. Department of Education Religious Holidays for the 2011-2012 School Year

July

July 9	Martyrdom of the Bab (Baha'i)
July 13-16	Ulambana/Oban (Buddhist)
July 15	Lailat al Bara'ah (Islam)
July 15	Asalha Puja Day (Buddhist)

August

August 1	Fast in Honor of the Holy Mother of Lord Jesus (Eastern Orthodox Christian)
August 1	Lammas (Christian and Wicca)
August 1	Ramadan begins (Islam)
August 6	Transfiguration of the Lord (Eastern Orthodox Christian)
August 7	Laylat as-Qadr (Islam)
August 9	Tisha B'Av (Jewish)
August 13	Raksha Bandhan (Hindu)
August 15	Dormition of the Theotokos (Eastern Orthodox Christian)
August 15	Feast of the Assumption of the Blessed Virgin Mary (Christian)
August 21	Eid al Fitr (Islam)
August 22	Krishna Janmashtami (Hindu)

September

September 1	Ecclesiastical Year begins (Orthodox Christian)
September 1	Ganesha Chaturthi (Hindu)
September 7	His Holiness Sakya Trizin's Birthday (Buddhist)
September 8	Nativity of Mary (Christian)
September 14	The Elevation of the Holy Cross (Eastern Orthodox Christian)
September 21	Nativity of the Theotokos (Eastern Orthodox Christian)
September 23	Mabon (Wicca)
September 29	Feast of Trumpets (Church of God, Philadelphia Church of God)
September 28 - October 25	Navaratri (Hindu)
September 29 and 30	Rosh Hashanah (Jewish)

October

October 5	Hajj Day (Islam)
October 6	Duserra (Hindu)
October 8	Yom Kippur (Jewish)
October 8	Day of Atonement (Christian, Church of God, Philadelphia Church of God)
October 13-19	Sukkot (Jewish); Feast of Tabernacles (Church of God, Philadelphia Church of God)
October 20	Birth of B'ab (Baha'i)
October 20	Shemini Atzeret (Jewish)
October 20	Last Great Day (Church of God, Philadelphia Church of God)

<i>October 20</i>	<i>Installation of the Scriptures as Guru Granth (Sikh)</i>
<i>October 21</i>	<i>Simhat Torah (Jewish)</i>
<i>October 26</i>	<i>Diwali [Deepavali] (Hindu, Jain, Sikh)</i>
November	
<i>November 1</i>	<i>All Saints' Day (Christian)</i>
<i>November 1</i>	<i>Samhain-Beltane (Wicca)</i>
<i>November 2</i>	<i>All Souls' Day (Christian)</i>
<i>November 6</i>	<i>Eid al Adha (Islam)</i>
<i>November 10</i>	<i>Guru Nanak Dev Sahib Birthday (Sikh)</i>
<i>November 12</i>	<i>Birth of Baha'u'llah (Baha'i)</i>
<i>November 15</i>	<i>Advent/Nativity Fast begins (Eastern Orthodox Christian)</i>
<i>November 21</i>	<i>The Presentation of the Theotokos to the Temple (Eastern Orthodox Christian)</i>
<i>November 24</i>	<i>Guru Tegh Bahadur Martyrdom (Sikh)</i>
<i>November 26</i>	<i>Day of Covenant (Baha'i)</i>
<i>November 26</i>	<i>Al Hijra – 1st Muharram (Islam)</i>
<i>November 27</i>	<i>First Sunday of Advent (Christian)</i>
<i>November 28</i>	<i>Ascension of 'Abdu'l Baha (Baha'i)</i>
December	
<i>December 8</i>	<i>Bodhi Day (Buddhist)</i>
<i>December 8</i>	<i>Immaculate Conception (Christian)</i>
<i>December 21-28</i>	<i>Hanukkah (Jewish)</i>
<i>December 22</i>	<i>Yule (Wicca and Christian)</i>
<i>December 25</i>	<i>Christmas (Christian)</i>
<i>December 25</i>	<i>The Nativity of Christ (Eastern Orthodox Christian)</i>
<i>December 26</i>	<i>Zarathosht Diso (Zoroastrian)</i>
January	
<i>January 1</i>	<i>Gantan-sai (Shinto)</i>
<i>January 5</i>	<i>Birthday of Guru Gobind Singh Sahib (Sikh)</i>
<i>January 6</i>	<i>Epiphany (Christian)</i>
<i>January 6</i>	<i>Feast of Theophany (Eastern Orthodox Christian)</i>
<i>January 6</i>	<i>Nativity of Christ (Armenian Orthodox)</i>
<i>January 7</i>	<i>Feast of the Nativity (Orthodox Christian)</i>
<i>January 13</i>	<i>Maghi (Sikh)</i>
<i>January 14</i>	<i>Makar Sankranti (Hindu)</i>
<i>January 15</i>	<i>World Religion Day (Baha'i)</i>
<i>January 20</i>	<i>Vasant Panchami (Hindu)</i>
February	
<i>February 2</i>	<i>The Presentation of Our Lord to the Temple (Eastern Orthodox Christian)</i>
<i>February 2</i>	<i>Imbolic-Candlemas (Wicca)</i>
<i>February 3</i>	<i>Maha Shivaratri (Hindu)</i>
<i>February 4</i>	<i>Mawlid an Nabi (Islam)</i>
<i>February 8</i>	<i>Tu B'shvat (Jewish)</i>
<i>February 15</i>	<i>Nirvana Day (Buddhist, Jain)</i>

<i>February 21</i>	<i>Shrove Tuesday (Christian)</i>
<i>February 22</i>	<i>Ash Wednesday (Christian)</i>
<i>February 23</i>	<i>Chinese New Year (Confucian, Daoist, Buddhist)</i>
<i>February 26 through March 1</i>	<i>Intercalary Days (Baha'i)</i>
<i>February 27</i>	<i>Clean Monday (Eastern Orthodox Christian)</i>
March	
<i>March 8</i>	<i>Magha Puja Day (Hindu)</i>
<i>March 8</i>	<i>Purim (Jewish)</i>
<i>March 8</i>	<i>Holi (Hindu)</i>
<i>March 9</i>	<i>Hola Mohalla (Sikh)</i>
<i>March 13</i>	<i>L. Ron Hubbard's Birthday (Church of Scientology)</i>
<i>March 13</i>	<i>Chandramana Yugadi (Hindu)</i>
<i>March 20</i>	<i>Ostara (Wicca)</i>
<i>March 21</i>	<i>Narouz (Zoroastrian)</i>
<i>March 21</i>	<i>Naw Ruz (Baha'i)</i>
<i>March 24</i>	<i>First Day of Sacred Year (Philadelphia Church of God)</i>
<i>March 25</i>	<i>The Annunciation/The Annunciation of the Virgin Mary (Eastern Orthodox Christian; Christian)</i>
<i>March 28</i>	<i>Khordad Sal (Zoroastrian)</i>
April	
<i>April 1</i>	<i>Rami Navami (Hindu)</i>
<i>April 5</i>	<i>Holy Thursday (Christian, Eastern Orthodox Christian)</i>
<i>April 6</i>	<i>Hanuman Jayanti (Jain)</i>
<i>April 6</i>	<i>Mahavir Jayanti (Jain)</i>
<i>April 6</i>	<i>Hanuman Jayanti (Hindu)</i>
<i>April 6</i>	<i>Lord's Evening Meal (Christian, Jehovah's Witness)</i>
<i>April 6</i>	<i>Passover (Philadelphia Church of God)</i>
<i>April 6</i>	<i>Good Friday (Christian)</i>
<i>April 6-9</i>	<i>Theravadin New Year (Buddhist)</i>
<i>April 7</i>	<i>First Day of Unleavened Bread (Church of God)</i>
<i>April 7-13</i>	<i>Days of Unleavened Bread (Philadelphia Church of God)</i>
<i>April 7-14</i>	<i>Pesach/Passover (Jewish)</i>
<i>April 8</i>	<i>Easter (Christian)</i>
<i>April 9</i>	<i>Easter Monday (Christian)</i>
<i>April 13</i>	<i>Last Day of Unleavened Bread (Church of God)</i>
<i>April 13</i>	<i>Holy Friday (Eastern Orthodox Christian)</i>
<i>April 14</i>	<i>Baisakhi (Sikh)</i>
<i>April 14</i>	<i>Souramana Yugadi (Hindu)</i>
<i>April 15</i>	<i>Pascha (Eastern Orthodox Christian)</i>
<i>April 21</i>	<i>First Day of Ridvan (Baha'i)</i>
<i>April 25</i>	<i>The 11th Panchen Lama's Birthday (Buddhist)</i>
<i>April 26</i>	<i>Yom Ha'Azmaut (Jewish)</i>
<i>April 29</i>	<i>Ninth Day of Ridvan (Baha'i)</i>
<i>April 30</i>	<i>Lazarus Saturday (Eastern Orthodox Christian)</i>

May

<i>May 1</i>	<i>Palm Sunday (Christian/Eastern Orthodox Christian)</i>
<i>May 1</i>	<i>Beltane (Wicca)</i>
<i>May 2</i>	<i>Twelfth Day of Ridvan (Baha'i)</i>
<i>May 6</i>	<i>Buddha Day – Visakha Puja (Buddhist)</i>
<i>May 10</i>	<i>Lag B'Omer (Jewish)</i>
<i>May 17</i>	<i>Ascension of Our Lord (Eastern Orthodox Christian)</i>
<i>May 23</i>	<i>Declaration of the Bab (Baha'i)</i>
<i>May 27</i>	<i>Pentecost (Christian, Eastern Orthodox Christian, Church of God, Philadelphia Church of God)</i>
<i>May 27-28</i>	<i>Shavuot (Jewish)</i>
<i>May 28</i>	<i>Buddha's Birthday (Buddhist)</i>
<i>May 29</i>	<i>Ascension of Baha'u'llah (Baha'i)</i>

June

<i>June 16</i>	<i>Martyrdom of Guru Arjan Dev Sahib (Sikh)</i>
<i>June 20</i>	<i>Litha (Wicca)</i>
<i>June 26</i>	<i>His Holiness the 17th Gyalawa Karmapa's birthday (Buddhist)</i>
<i>June 28</i>	<i>Lailat al Miraj (Islam)</i>

*** Disclaimer: New Jersey Department of Education has made every attempt to ensure the accuracy of the dates. The information has been verified through the use of various sources and some dates may vary due to the lunar, Gregorian and Julian calendars.*

MORRIS HILLS ALMA MATER

Morris Hills, in stately splendor
We look to thee for light;
And to thee our hearts surrender
For the glory of our might.
Morris Hills, thy children are we;
And we love thy colors bright.
We will always sing the story
of the Scarlet and the White

Morris Hills, from thee we've taken,
And this pledge we wish to give;
You will never be forsaken
For as long as we may live.
Morris Hills, thy youths are mighty,
They have conquered many a foe
Morris Hills, we yet will love thee,
though the years may come and go

Alma Mater
Alma Mater
Alma Mater
We love you

2011 - 2012

MORRIS HILLS REGIONAL DISTRICT BOARD OF EDUCATION

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Robert Merle, Jr., Assistant Principal
Todd M. Toriello, Assistant Principal
Robert Haraka, Supervisor of Student Services/Athletics
Yesenia Rivera, Supervisor of Guidance
Tara Casola, Student Attendance and Activity Advisor

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Thomas Hill, District Director of Business and Occupational/Technology Education
Nicholas Norcia, District Director of Special Services
Cheryl Giordano, District Director of Math/Academy Director
P. Neil Charles, District Manager of Technology Services
Kevin Doyle, District Supervisor of Science

MORRIS HILLS HIGH SCHOOL IMPORTANT PHONE NUMBERS

<i>Mr. James Jencarelli, Superintendent</i>	<i>973-664-2291</i>
<i>Mr. Joseph Cacciaguida, Principal</i>	<i>973-664-2301</i>
<i>Mr. Robert Merle, Jr., Assistant Principal - Discipline</i>	<i>973-664-2303</i>
<i>Mr. Todd Toriello, Assistant Principal – Discipline</i>	<i>973-664-2357</i>
<i>Ms. Tara Casola, Student Attendance & Activity Advisor</i>	<i>973-664-2305</i>
<i>Ms. Yesenia Rivera, Supervisor of Guidance</i>	<i>973-664-2313</i>
<i>Mr. Robert Haraka, Supervisor of Athletics</i>	<i>973-664-2307</i>
<i>Mrs. Anne Albicocco, School Nurse</i>	<i>973-664-2333</i>
<i>Mrs. Jean Marie Zibit, School Nurse</i>	<i>973-664-2332</i>
<i>Mr. Nicholas Norcia, District Director of Special Services</i>	<i>973-664-2324</i>
<i>Mr. Thomas Hill, District Director of Occupational/Technical Education</i>	<i>973-664-2349</i>
<i>Mrs. Cheryl Giordano, District Director of Instructional Services/Academy</i>	<i>973-664-2347</i>
<i>Ms. Jennifer Ward, District Director of Instructional Services</i>	<i>973-664-2331</i>
<i>Mr. Kevin Doyle, District Supervisor of Science</i>	<i>973-664-2327</i>
<i>Morris Hills General Office</i>	<i>973-664-2309</i>
<i>Morris Hills Guidance Office</i>	<i>973-664-2329</i>
<i>Morris Hills Attendance Office</i>	<i>973-664-2305</i>
<i>Morris Hills Health Office</i>	<i>973-664-2333</i>
<i>Morris Hills FAX</i>	<i>973-983-7461</i>

IN CASE OF INCLEMENT WEATHER - LISTEN TO:

*WMTR - 1250 AM
WDHA - 105.5 FM
WSUS - 102.3 FM
WOR - 710AM
WAWZ – 99.1FM*

TELEVISION CHANNELS: 4, 5, 7, and 12

OR CALL MORRIS HILLS @ 973-664-2300 and press 13

Morris County Council for Drug/Alcohol Abuse

973-625-1998