

This agenda belongs to _____ homeroom _____

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2014-2015 School Calendar

2014

SEPTEMBER	1	Monday	Labor Day
	2	Tuesday	Staff In-Service
	3	Wednesday	First Day of School
	25	Thursday	Rosh Hashanah
OCTOBER			
NOVEMBER	6-7	Thu-Fri	Teachers Convention
	26	Wednesday	Early Dismissal
	27-28	Thu-Fri	Thanksgiving
DECEMBER	23	Tuesday	Early Dismissal
	24-31	Wed-Wed	Winter Recess

2015

JANUARY	1	Thursday	New Year's Day
	2	Friday	Winter Recess
	5	Monday	Schools Reopen
FEBRUARY	16	Monday	President's Day
	17-20	Tue-Fri	February Recess
MARCH	30-31	Mon-Tue	Spring Recess
APRIL	1-3	Wed-Fri	Spring Recess
	6	Monday	Schools Reopen
MAY	25	Monday	Memorial Day
JUNE	19	Friday	Early Dismissal MLHS Graduation / Last Day of School

Schools are closed for teachers *and* students on dates in bold.

INTRODUCTION

Welcome to Mountain Lakes High School! This Student Code of Conduct and handbook is a “companion piece” to the Guidance Department booklet, “Academic Requirements and Course Descriptions.” Just about everything you will need to know about MLHS is discussed in one of these two publications. If you don’t find what you seek in one, check the other. Please note that while this code is aligned with NJ State Administrative Code and Mountain Lakes School Board Policy it does not supersede either. Ultimately, the aim of the code is to support student development and to promote student achievement.

Expectations are high at Mountain Lakes High School in all areas. Conduct yourself in a manner worthy of respect. Behavior that strips any member of the school community of her or his dignity or that infringes on another student’s opportunity to receive an education should be reported to the administration for prompt redress. Thus, strive for academic success, aim to participate in school life through involvement in extra-curricular activities, and in general, support your classmates.

Always remember that teachers, counselors, administrators, and secretaries are available to help you if you need information or assistance not provided in print.

I. **STUDENT RIGHTS & SERVICES** **Family Educational Rights & Privacy Act** **(FERPA) Notification of Rights**

FERPA, which can be found at Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c), affords parents/guardians and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days after the day the MLHS receives a request for access.
 - a. Parents/guardians or eligible students should submit to the superintendent or designee a written request that identifies the records they wish to inspect. The Superintendent or his/her designee

will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
 - a. Parents/guardians or eligible students who wish to ask the District to amend a record should write the Superintendent or his/her designee and clearly identify the part of the record they want changed, and specify why it should be changed. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and of their right to a hearing regarding the request for amendment.
3. The right to provide written consent before the school discloses personally identifiable information ("PII") from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. For example one exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent/guardian or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent/guardian, student, or other

volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. In addition, upon request, the school discloses education records without consent to officials of another school District in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA Notice for Directory Information:

FERPA requires that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include:

- Playbill, showing your student's role in a drama production
- Annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight, and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's/guardian's

prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (“LEAs”) receiving assistance under the *Elementary and Secondary Education Act of 1965* (“ESEA”) to provide military recruiters, upon request, with the following information – names, addresses, and telephone listings – unless parents/guardians have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

For FERPA purposes, “personally identifiable directory information” has been designated as follows:

- Student’s name, address, and hometown
- Participation in school sponsored activities and sports
- Weight and height of members of athletic teams
- Telephone listing
- Degrees, honors, awards received and photograph
- The most recent educational agency or institution attended
- Major field of study
- Date and place of birth

Dress and Grooming

The Board of Education recognizes that each student’s mode of dress and grooming is a manifestation of the student’s personal choices and style. However, student **may not** wear clothing or engage in grooming practices that endangers their health or safety, or the health or safety of other students; creates disorder or disrupts the educational environment; causes excessive wear or damage to school property; or prevents the student from achieving his/her own educational objectives.

MLHS prohibits students from wearing any type of clothing, apparel, or accessory that indicates the student has membership in, or affiliation with, any gang associated with criminal activities while on school property or at a school-sponsored event. Apparel with biased, offensive or profane message, alcohol, drug, tobacco, or sexual references will not be allowed. Also, wearing or possessing items depicting or implying racial hatred, stereotyping, or prejudice will not be tolerated.

Single strapped, strapless, low-cut, bare-midriff, tube or halter tops, tight fitting, transparent, or suggestive clothing are prohibited. Moreover, “torn-off,” “half-shirts,” or “muscle shirts” are not permitted. **Undergarments should not be visible.** Clothing more

appropriate to an out of school setting, such as bathing suits, very short shorts or pajamas, are not to be worn at school. Shoes or other appropriate footwear must be worn in school. Hats and hoods must be removed upon the request of school staff.

The following items of dress are specifically prohibited from being worn or carried in school: sunglasses, hats, headbands, bandannas or other head coverings (unless worn pursuant to a bona-fide religious belief or other medical purpose), metal chains, jewelry or accessory articles that have the potential to be used as a weapon, gang attire, facial markings that display non-school related symbolism

The dress code is meant to be a guide for appropriate dress at school and may not include specifics regarding changes in trends. Please be aware that the dress code may be modified from time to time during the school year to more clearly define appropriate dress for school. Any student who comes to school dressed inappropriately will be asked to change his/her clothing. If a student does not have something appropriate to wear, his/her parents will be contacted to bring appropriate clothing to school. Special consideration should be made for field-trips and other school-related activities. Specifically, some departments, such as physical education, science, art, and technology require specific guidelines for safety purposes. Students are expected to follow teacher directives regarding appropriate clothing/shoe attire for safety. Proper attire is always expected at school-sanctioned events.

Lockers

MLHS recognizes the need to provide student locker facilities. Student lockers, although intended for student use, are the property of the MLHS. Accordingly, MLHS recognizes its responsibility to protect the health, welfare, and safety of all District personnel and to provide for an environment that is conducive to learning. Furthermore, MLHS is cognizant that the Fourth Amendment right to privacy applies to students, and students are therefore entitled to be free from unreasonable search and seizure by school officials. MLHS directs that periodic general inspection of lockers shall be conducted for the purposes of health, welfare, and safety of all District personnel and students. However, the determination by a school official to conduct an individual locker search shall be based on reasonable grounds. The standard that shall guide the conduct of a school official in effecting a student locker search shall be that the school official must have reasonable

grounds to believe that a student possesses evidence of illegal activity or activity that would interfere with school discipline and order before a reasonable search can be conducted. In the event that a search reveals that a student's locker contains any material or article in violation of MLHS policy or the laws of the State of New Jersey, the individuals may be subject to disciplinary action and/or criminal charges.

Although lockers are provided to students for their use during the school year, they remain the property of the Mountain Lakes School District. They are to be used for the storage of school materials, clothing and other personal property that does not pose a threat to the safety or security of the school. Food should never be kept in lockers beyond a single school day. Students are responsible for the condition of their lockers and may be charged for unreasonable wear and tear. Please note that all personal items of value should always be locked in the GYM LOCKER during in-school or after-school activities. All lockers may be subject to unannounced search in order to ensure the health, safety or educational welfare of all members of the school community.

Driving – Parking

Limited parking space and concern for student and staff safety, as well as security, necessitates that students adhere to established rules, regulations, and procedures. Students and members of the public who park on school grounds at any time do so at their own risk with the understanding of the following: By entering the respective area, the person in charge of any vehicle consents to the search of the entire vehicle and its contents with or without cause by school officials or the police department. Additionally, MLHS, out of concern for the safety of the entire school community, reserves the right to suspend or revoke the driving privileges of and/or initiate police action against any student who drives on school property in a reckless, careless, or unsafe manner. MLHS urges all students not to drive to school on days of inclement weather, anticipated inclement weather, or when an emergency situation exists. Additionally, students will not be permitted to leave school early to take their cars home.

Only seniors who have obtained a parking permit and have affixed it to their vehicles will be permitted to park in the side parking lot adjacent to the gym entrance. Students are to park in their assigned spaces only. Students are not permitted to return to their cars to deposit or retrieve items during the school day. Furthermore, excepting seniors with open campus privileges who may leave *following their last scheduled class after period 7*, no students

are permitted to leave school grounds during the school day. Due to the limited number of spaces, **juniors are discouraged from driving to school and may not park on school grounds during the school day. Failure to follow this policy may jeopardize a student's parking privileges in his/her senior year.**

Students who leave school without permission – either in an automobile or on foot – will lose their free periods and will be assigned to study hall. **Doing so may also result in loss of privileges or delay the awarding of privileges for seniors.** Continued infractions of this nature can result in suspension from school.

Leaving School Grounds

Upon arrival to school grounds, students **are not permitted to leave** the school building/school grounds without permission. Students who leave school without permission from the Administration – either in an automobile or on foot – will lose their free periods and will be assigned to study hall. Doing so may also result in loss of privileges or delay the awarding of privileges for Seniors. Continued infractions of this nature may result in disciplinary action, including, but not limited to, suspension from school. Students may only leave the building if they are picked up by a parent/guardian or an adult designated by a parent/guardian – unless other circumstances have been arranged and approved by the Administration.

Senior Open Campus Program

Open Campus is a privilege that is awarded to senior students who remain in good standing both academically and behaviorally. The appropriate permission form indicating parental consent for morning (first period), afternoon, or Friday lunch open campus must be submitted and approved and will be kept on file.

The open campus privilege affords our 12th graders, many having numerous extra-curricular activities in addition to their academic responsibilities, time to relax and pursue personal interests. Afternoon “open campus” follows the last scheduled class after period 7 at which time seniors may use authorized school facilities or may leave school grounds. Seniors will only be granted one of morning or afternoon open campus privileges.

Failure to meet any of the standards that follow will result in the loss of open campus privileges and assignment to study hall:

- When leaving the premises seniors are not to take underclassmen with them under any circumstances.
- Upon exiting the building each senior must sign out in person.
- With the exception of Friday lunch open campus, after leaving the building seniors are not to return before the end of the school day.
- Seniors must follow standard dismissal procedures when departing the building at any other time.
- To maintain eligibility for this privilege, a senior may not receive “unsatisfactory” in citizenship in any course during a marking period.
- Seniors are required to attend all assemblies and programs that occur during their open campus periods.
- Should a senior arrive late to school, he or she forfeits afternoon open campus privileges that day.

Note: Assignment to study hall for disciplinary reasons cancels open campus privileges even in the case of part-time employment.

Guidance

The primary aim of all guidance services and programs is to promote students’ success in school. School counselors are student advocates who provide classroom guidance, individual academic, career and transition planning as well as responsive services. Counselors are available to discuss every aspect of a student’s life frequently offering assistance in goal setting, in problem-solving and with challenges that arise both in and out of school. Guidance activities occur within both individual and group frameworks. Throughout the school year guidance counselors meet with students and parents to review matters of mutual interest and concern.

Media Center Privileges

The Mountain Lakes High School media center is an outstanding facility and should be your first stop in any quest for information. Its current collection consists of approximately 20,000 volumes of reference, nonfiction, fiction, media, and periodicals. Additionally, the MLHS media center also provides access to numerous reference databases. All of these resources have been assembled to serve your “right to read” and your access to information under the Freedom of Information Act.

The media center is open to students during their free periods and before and after school for research, reading and quiet study. Discussion rooms are available for study groups or collaborative academic projects and assignments. Students are

asked to sign in and out of the Media Center upon entry and exit. Always treat the media center staff, the facility and all materials with respect. Anyone who is unable to comply with the scholarly expectations of conduct of the Media Center will be asked to leave. All borrowed materials must be properly checked out at the circulation desk. Privileges may be suspended for students who do not make payment on all lending fines.

Acceptable Use of School District Internet Access, Computers including Interface with District Network Systems

The computers of MLHS contain access to the Internet. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual people. The District has access for the following: (1) electronic mail (E-mail); (2) information and news from a variety of sources and research institutions; and (3) access to many university libraries, the Library of Congress, and more.

While it is impossible to control all materials that are accessible on the network, MLHS takes precautions to deny access to inappropriate materials and has identified acceptable use guidelines for those who are permitted to use the network. The District Intranet, a local area network that encompasses the computer systems of MLHS, includes, but is not limited to, classroom computers, lab computers, servers, and media center computers. Students are only allowed access to programs and applications published for educational purposes - unless permission is expressly given by an administrator – and in a manner that is not inconsistent with the educational mission of MLHS. A smooth operation of the network relies upon strict adherence to the acceptable usage guidelines. In general, these guidelines require efficient, ethical, and legal use of network resources by students.

School computers, like any other school property, are never to be altered – including the addition or deletion of software – without the explicit authorization of a systems administrator employed by the District. Tampering with systems, including attempts to gain unauthorized access may provide grounds for suspension or expulsion from school.

Any student that access the internet through the District network must adhere to the guidelines provided for in the Board's "Acceptable Use Of The Internet" as set forth in the Board Policy 6142.10. If a student violates the following policies or otherwise misuses the District's network, he or she may lose internet access privileges. The student will also be subject to appropriate school discipline. If the activity is contrary to existing statutes and

regulations that are prohibited by law, the student may be subject to criminal prosecution. Please see the school's homepage for a full copy of the Acceptable Use Policy.

- A. Acceptable Use of Internet/Intranet – The purpose of the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of the MLHS' account must be in support of education and research and consistent with the educational objectives of MLHS.

- B. Unacceptable Use of Internet/Intranet:
 - a. Do not send abusive messages to anyone; use of the network to send hate mail, or further harassment, discriminatory remarks, or other anti-social behaviors is prohibited.
 - b. Use for commercial activities by for-profit institutions is not acceptable.
 - c. Use for product advertisement or political lobbying is also prohibited.
 - d. Transmission of any material in violation of any U.S. or state regulations is prohibited.
 - 1. This includes, but is not limited to: copyrighted material; threatening or obscene material; or material protected by trade secrets.

- C. Security – security on any computer system is a high priority, especially when the system involves many users. All users have a vested interest in protecting the security of the system and the responsibility of notifying a teacher or system administrator immediately of a potential security problem. No one is allowed to use another individual's account without written permission from that individual. Attempts to log on as a system administrator will result in cancellation of user privileges and disciplinary action. Any user identified as a security risk may be denied access to the Internet/Intranet. All users must close their accounts and log out before leaving the computer.

- D. Vandalism – is defined as any malicious attempt to harm or destroy the data of another user, the Internet, Intranet or any of the agencies or networks that are connected to our systems. This includes, but is not limited to, the uploading

or creation of computer viruses. Vandalism is also encompasses physical destruction of computers and peripherals in the media center, classrooms, and labs. Vandalism will result in the cancellation of privileges and disciplinary and/or legal action.

Enforcement – The use of the Internet/Intranet is an integral part of the curriculum. Inappropriate use will result in cancellation of the student’s ability to take advantage of this research tool. School disciplinary action and/or appropriate legal action may also be taken. Serious violations of the Internet Use Policy agreement will be dealt with to the full extent of the law. School administrators will determine what constitutes serious inappropriate use. The standard appeal process will be followed.

Testing Policy

If a student is scheduled for more than two major tests on any one day, he or she has the option of having one re-scheduled for another day. The student should see the teacher involved to resolve the conflict prior to the day the subject assessments are to be given. If the conflict cannot be worked out to the satisfaction of all parties, it should be brought to the attention of the Guidance Counselor for mediation.

Distribution of Literature and Signage

Students are permitted to distribute leaflets, etc. after school in the main lobby and the gym lobby. Distributors must clean up any litter that results from their distributions of leaflets, etc. All literature to be distributed must meet journalistic standards of taste and decency.

Any student wishing to post one or more signs about the school building must receive prior approval from a Faculty Advisor or an Administrator.

Bullying, Harassment, Intimidation and Hazing

The Board of Education and MLHS prohibit acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying like other disruptive/violent behaviors is conduct that disrupts both a student’s ability to learn and a school’s ability to educate in safe and disciplined environment.

“Harassment, intimidation, or bullying,” means any gesture any written, verbal, or physical act, or any electronic

communication as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

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

All cases that are reported as harassment, intimidation, or bullying may not constitute the statutory definition set forth above. As recently explained by the Courts:

The statutory definition of "bullying" does not include all violent or aggressive conduct against a student. The definition, both before and after adoption of the 2010 Anti-Bullying Act, refers to conduct that is "reasonably perceived as being motivated" by a "distinguishing characteristic" of the victim, such as, "race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory [disability]" N.J.S.A. 18A:37-14. The statute has not limited "distinguishing characteristic" to those specifically enumerated,

but it has consistently required such a perceived motivation. Thus, harmful or demeaning conduct motivated only by another reason, for example, a dispute about relationships or personal belongings, or aggressive conduct without identifiable motivation, does not come within the statutory definition of bullying.

In such case, however, the conduct will be handled in accordance with the applicable Board Policy or Regulation.

Each report of harassment, intimidation, or bullying, in accordance with the statutory procedures set forth in N.J.S.A. 18A:37-15 *et seq.*, will be addressed in an appropriate manner, beginning with an Administrative investigation. Every instance of these behaviors will be treated according to the specific, individual circumstances of the occurrence; however, a student's history of problem behaviors and prior interventions will also be considered in the determination of consequences.

The Board and MLHS also prohibit acts of harassment, intimidation and bullying directed towards District students or staff executed through electronic media (including, without limitation, electronic groups such as Facebook, Twitter, Instagram, or Myspace) or electronic means (including, without limitation, e-mail, text messaging and use of image-altering software). As noted in the statute, electronic communication means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or wireless communication device.

Hazing is considered to be an individual or group act of harassment of another individual or group by banter, ridicule, criticism, or by exacting unnecessary work, or participation in a disagreeable/unpleasant activity for the purpose of initiation. The practice of hazing is unhealthy and counterproductive to the positive climate promoted by student participation in athletics and other programs.

Under no circumstances will hazing in any form be tolerated within the scope of programs (extra-curricular and co-curricular) sponsored by MLHS. The Principal/or designee will determine the level and severity of the disciplinary action to be taken including detention, suspension, and/or removal from the team or school activity of students participating in hazing practices. Some

incidents may need to be reported to, and investigated by, law enforcement authorities in accordance with New Jersey state law. Student leaders (captains, club officers, etc.) are expected to discourage and required to report hazing to their coach, teacher, and/or the Administration.

To view the complete Board Policy on this matter please refer to the school website or request a copy in the Main Office.

Student Assistance Program

The Student Assistance Program is designed to recognize and offer help to any student experiencing personal or family problems, including circumstances related to the use or abuse of alcohol or other drugs. The program provides:

1. Help to students during a crisis through counseling and other intervention strategies.
2. Information, counseling and appropriate referral for students concerned about their own use or others' use of alcohol and/or drugs.
3. Support of students in the development of effective decision-making, communication and other interpersonal skills.

Students and parents contact the Student Assistant Coordinator to educate themselves and to discuss personal, peer or family concerns relating to loneliness, depression, alcohol or other drug use, suicide, eating disorders, or physical and emotional abuse. Information offered by students in the program that pertains to parent or other household resident use of or dependency upon illegal substances remains confidential. Furthermore, the school does not disclose to law enforcement or to individuals outside of the administration of the program (including teachers and coaches) any information including the student's identity or information about illegal activity where such information was learned in the course of services provided in the program unless not doing so would endanger the health or welfare of the student.

Upon request the SAC can make available a current list of community-based health and social service providers/agencies and listing of legal resources for student or family reference.

Intervention & Referral Services

The I&RS committee follows a team-based approach to determining the best means of supporting students who may be

experiencing learning, behavior and/or health difficulties. Referrals to the committee may be made by a staff member or by a parent. The committee's aim is to identify obstacles to a student's success, to determine intervening recommendations to make to the classroom teachers and to the family, and to review progress of the student following initial implementation of the action plan. Student referral to I&RS customarily precedes referral to the Child Study Team.

Non-discrimination/Affirmative Action

It is the policy of the Mountain Lakes Board of Education not to discriminate on the basis of race, color, creed, religion, sex, disability, ancestry, national or social or economic status in its educational programs or activities and employment policies as required by state law. Inquiries regarding compliance may be directed to the Assistant Principal. Additionally, students have the right to attend school irrespective of pregnancy, parenthood or marriage.

Working Papers

Students may apply for working papers in the Guidance Department. Working papers are required until the student is 18 years old. Applications may be picked up from the guidance secretary by presenting a copy of the student's birth certificate or passport. The student must then fill out the personal information section and have the prospective employer complete the appropriate section. The current school physical can fulfill the medical examination requirement. Please note that each time a student changes employers a new working paper must be completed.

II. STUDENT CONDUCT ~ RESPONSIBILITIES

The expectations, rules, and guidelines that follow are necessary in order to establish and maintain a civil, safe, and supportive school environment that promotes learning and fosters the healthy physical, social and emotional development of students.

Overarching Expectations

- Consistently attend school and arrive on time.
- Get to classes before they begin and remain in the room.
- At all times, strive to learn & support the learning of others.
- At all times, respect others and their property.

Academic Integrity

The highest standards of honesty must apply to students' actions at Mountain Lakes High School. Any act of dishonesty reflects upon a student and affects the entire school community. An integral aspect of the Middle States Accreditation for Growth process has been the development of an extensive Honor Code by the MLHS community. A separate Honor Code pamphlet has been created. Please refer to this pamphlet at the school district's website for a complete discussion of the philosophy of academic integrity, the makeup and function of the Honor Committee, and the consequences resulting from violations of the Honor Code. A hard copy of the pamphlet can be provided upon request.

Among the most serious offenses are copying and plagiarism. Both are forms of cheating. In copying, a student is taking the work of another, on homework or on an assessment, and claiming it as his own. The act of plagiarism may include direct copying, but it may also be more complex than verbatim repetition. A student, in preparing a project for a class, will have plagiarized if he has taken information from sources without citing what sources were used. Plagiarized material may appear in a student's paper as word-for-word copying, a summation, or a paraphrase of another's ideas. A student has plagiarized whether the material from another source has been taken in whole or in part. In effect, by not naming the source, the student is claiming the work as his. A student's integrity is at stake whether he is the person who gives *or* receives the information; both are acts of dishonesty.

All instances of cheating are dealt with seriously at Mountain Lakes High School. Any work (homework, test, examination, or paper) that was completed by dishonest means will receive a grade of "0." Teachers will notify parents of the offense and a record of this act will be kept through the student's career at MLHS. Further disciplinary measures will follow second, third and fourth offenses of our Honor Code. All violations are reported to the National Honor Society Faculty Committee which reviews the specific nature of each offense as it pertains to present or future NHS eligibility.

Attendance

Maximum learning occurs for most students through regular attendance in classes, while excessive absence can result in poor performance. Therefore, a student may not be absent from class for more than 20 days. Consideration may be given for bereavement, religious observance and legal requirements.

A note from a doctor indicating illness as the reason for absence **does not deem the absence exempt from being counted among the 20 days**. An administrator may extend this limit if extenuating circumstances are involved (long-term illness, hospital stay, etc.) School-sponsored or sanctioned activities will not be included in the count of absences. Reporting to class more than twenty minutes after the class has begun will constitute an absence. Please note that college visits are not excused. Therefore, students are encouraged to schedule visits when MLHS is not in session.

Upon a student's 10th and 15th absence from any year-long course, a form letter will be sent home to the parents which indicates a potential loss of credit if the 21st absence occurs. After the 15th absence (8th absence for a semester course and 4th absence for a quarter year course) an attendance conference must be held including the Assistant Principal, the student's guidance counselor, teacher(s), and the student to discuss the student's absences. The attendance conference may be held over the phone if both the school and parents agree to do so.

In the courses that last 1/2 or 1/4 year, the limit of absence will be 10 and 5 days, respectively. Courses meeting only three days per week will operate with maximums of 6 days for the semester and 12 for the full year. Students who exceed these thresholds and withdraw from the class will need to repeat it in the subsequent year. A student who remains in the class and fails may take the course in summer school at the student's expense. Alternatively, for the student who passes the course, credit may be withheld until he or she is able to fulfill his or her "seat time" requirement.

When a student exceeds the allowable number of absences, an attendance committee meeting will be convened to determine whether to award course credit, withhold credit until additional work and seat-time requirements are met, or to deny credit.

A student must be present in school a minimum of four (4) hours of instructional time to be given credit for a day of attendance.

Students who are absent from school, sign out early, or who do not meet the minimum four (4) hour instructional time requirement, are not eligible to participate in any practice, game, meet, special program, evening activity event, or program scheduled for that day without the prior approval of the school Administration. Extenuating circumstances may include, but are not limited to, family emergency, funerals, religious obligations or observations, a driver's test, etc.

Notification of Absence and Truancy

Parents should call or email the school office before 9:30 a.m. on the day of a student's absence. A school representative will call the home of any person whose parent or guardian has not notified the school of their child's absence. A note explaining the reason for the absence is requested upon the student's return to school. The student should bring the note to the main office before homeroom on the day he/she returns to school.

Truancy is defined as a student who absents himself by either not coming to or pre-maturely leaving school without the prior consent of a parent or guardian. Therefore, a student whose absence has not been verified by his or her parent or guardian is truant on that day and will earn a "0" for his or her class work in addition to being subject to disciplinary action. A student who is absent without consent of a parent or guardian more than four times will be referred to the I&RS team. Upon the tenth absence without parental consent the school district will make a mandatory referral to the court program designated by the New Jersey Administrative Office of the Courts.

Lateness to Class and Tardiness to School

Period 1 begins at 8:00 a.m. Any student who is not in the appropriate classroom at this time is late to class. Students who arrive more than 20 minutes after a class has begun are considered absent from that class. During the school day we provide ample passing time between periods so that all students may get to their classes before the late bell rings. Students who are late to class contribute disruption to the instruction and learning that is taking place. Should a student arrive late to class three times in a marking period he or she may be assigned to Central Detention or detained by that teacher after school *the following day*. Students failing to appear for any teacher-assigned detention will serve two Central Detentions. **In the same way, students are expected to be in homeroom and in their seats by the time the warning bell rings.** Those who arrive late to homeroom three times per marking period will be assigned to central detention and/or study hall.

When a student arrives more than 20 minutes late to school, he or she is tardy to school and written or verbal advisement must be received from the student's parent or guardian. At the time of arrival such students must submit a note to the main office to receive an entry pass to class. Similarly, a student who arrives to school after homeroom must report to the main office to advise the school of his arrival, present a note from home, and secure a pass to class.

Students who are “free” for period 1 must report at 8:00 a.m. to the cafeteria where they must sign themselves in. Those students who come late to school during this “free” period will be assigned to central detention, to study hall or will lose privileges.

To be eligible for participation in any extra-curricular or inter-scholastic activity students must be in school by 10:00 a.m. that day. Likewise, a student who is dismissed during the day due to illness is considered to be ineligible for activities on that day.

Early Dismissal for Appointments, Etc.

While frequent early dismissal can inhibit student progress, at times it is necessary for a student to leave school before the end of the day. **The school suggests that parents make all efforts to avoid this situation.** Acceptable reasons for early dismissal include medical appointment, college visitation, religious observance, and scheduled court appearance.

A student who wishes to be excused from school is required to bring in a note signed by the parent, indicating the reason for sign-out, time of departure and approximate time of return to school. The note must be brought to the office before homeroom so a pass can be issued. At the appointed time, the student is to report to the main office in order for him/her to be signed out by one of the secretaries. Upon their return to school (either later that day or in a subsequent day), students must first report to the main office with the doctor's note, or note from college campus, etc. to be signed in and given an admit slip to class.

Students doing volunteer work at Wildwood, Briarcliff, or Lake Drive Schools must have prior written approval on file. They must sign out and back in on the designated list in the main office.

Barring prior authorization by the administration, no student is permitted to leave school grounds during his/her lunch period or any other time. Those who choose to leave the building without signing out in-person and without advance notification from a parent or guardian are considered truant and will receive “0” for class-work in addition to meeting with the corresponding disciplinary consequence truancy and cutting.

Illness during School

The Health Office is staffed by a qualified nurse whose primary function is to provide emergency first aid in the event of an accident or sudden illness. However, the nurse does not diagnose illness, prescribe treatment, or dispense medication of any type, including aspirin, unless it is in prescription form. Students who are ill during the school day should first report to the nurse’s office and sign in. The nurse’s office will then attempt to communicate with

the parent/guardian. Students should not attempt to call a parent/guardian from a pay/cell phone to pick them up due to illness. If the nurse is not in the building, students should report to the main office, which will call the parent/guardian to secure permission for a sign-out. If neither parent is at home, he/she will be called at work. "Emergency Contacts" will be called only in the event of an emergency or serious incident. The school nurse will determine if the student should be sent home, rest in the waiting room, or return to class. If the school nurse deems it appropriate for the student to be sent home due to illness, including Seniors with driving privileges, the student may only leave school grounds with a parent/guardian or an adult designated by the parent/guardian on the emergency card.

Authority to Excuse from Class Attendance

For other than instances of illness, medical appointment, recognition activities or away athletic contests, teachers alone have the authority to excuse students from their classes. This includes field trip participation, music lessons, other schoolwork responsibilities, or any privilege cards.

Food, Bussing and the Cafeteria

Given that every classroom is a shared space, cleanliness is a priority for the maintenance of an appropriate learning environment. Thus, the cafeteria and the patio are the only designated places for eating or drinking. Students are not to take food or any drinks out of the cafeteria through the halls and to classrooms, rest rooms, or lobby areas unless permission has been granted due to the absence of a designated lunch period. In these instances, a student may bring a bag lunch for the classroom provided that he clean up thoroughly after himself. However, food is prohibited in science labs or art rooms, places where volatile chemicals are used.

Students are always responsible for bussing all refuse before exiting an eating area. The last ten minutes of each lunch period are reserved for clean up; students must participate. Students are not to leave behind any trash on tables or the floor. Finally, there is to be no food delivery to school by either a vendor or classmates.

Students may keep wrapped or packaged food in lockers for consumption during lunch or after school. However, please avoid leaving food items, especially perishables, in lockers overnight. Personal re-usable beverage containers may be used for water only.

9th Grade and Option II Study Hall

All 9th graders are scheduled into study halls during their open periods. Students who are unable to handle the responsibility of unscheduled time or who demonstrate other inappropriate conduct will also be assigned to study halls during their unscheduled periods. Students assigned to study hall for disciplinary reasons will not be permitted to sign-out unless in possession of a pass signed by an administrator.

Students whose Physical Education Option II requests have been approved must report to Option II study hall in lieu of P.E. on the same three days per week. Failure to attend Option II study hall is the equivalent of cutting a course and will carry the corresponding consequence. Students who cut Option II may be required to enroll in an additional Physical Education course to meet state graduation requirements.

Fire, Safety and Security Drills

Fire drills and emergency safety drills are necessary for the safety and security of all students, staff, and others. Everyone should know the specific direction for reaching a point of safety from those areas of the building in which he/she may be. For fire drills, the information is posed on a sign adjacent to the exit door of each room. Any specific directions regarding a fire/emergency safety drill will be announced at that time via the public address system. When a fire alarm sounds, all students should stop what they are doing and file out of the building through the nearest fire exit. Students and staff must situate themselves at least 150 ft. from the building. A quiet and orderly manner of evacuation must be maintained in case emergency conditions require a change of commands. Students are to follow the direction of the teacher in charge.

Any student who pulls a false fire alarm or otherwise creates a false alarm in the school will be subjected to serious disciplinary action, including suspension from school and a possible referral to the Superintendent of schools with a recommendation for expulsion. Additionally, a police complaint may be filed in response.

Anyone who improperly uses or removes a fire extinguisher can be charged with violating N.J.A.C. 5:18-3.3(a)1.ii. The student may also be suspended for this offense.

The District conducts regular fire, evacuation, and lock-down drills. During a lock-down drill, students and staff are to seek

refuge in the nearest securable room, which may also be the room that the student currently occupies. As swiftly as possible each room will be locked, lights will be turned off, and the blinds will be drawn closed. All students and staff shall seat themselves on the floor out of the line of sight of the door and shall maintain silence. Remain in lock down until appropriately advised by police or the Principal.

In the instances of relocation or evacuation students are to immediately proceed in a quiet and orderly manner to their designated gathering areas external to the building or campus. In cases of evacuation, students must leave all bags and/or backpacks in the building.

Assemblies

Unless participating in an assembly as an honoree or performer, students must sit in the section of the auditorium designated for their assigned homeroom. Cell phones and personal entertainment devices should be stored and turned off during all assemblies. Hoods are not to be worn. Food and drinks are not permitted in the auditorium.

Unscheduled Time

At the end of every period, those students with unscheduled time will have to make a decision concerning how they can best utilize the next 40 minutes. Students have a choice of going to the media center, the computer lab, the cafeteria, or other designated areas where staff members are present. Seniors may take advantage of the senior lounge area. Students are not to be loitering in the halls or rest rooms.

Students who have free periods are not permitted in the gymnasiums or the weight room unless a staff member has expressly agreed to directly supervise the intended physical activity.

No students in grades 9 through 12 are allowed to leave the school building under any circumstances without prior permission from a school official.

Cell Phones, Cameras and Personal Entertainment Devices

The Board of Education recognizes the educational value in utilizing electronic mobile devices as instructional tools. With the rapid expansion of the use of electronic mobile devices in our society, the Board of Education feels it is imperative that its students be educated and receive guidance on how to properly use these tools for educational purposes. Utilized correctly, electronic mobile devices can enhance the learning environment while allowing the District and its students to remain current with the

various uses of technology for educational purposes. Conversely, the Board of Education recognizes that the inappropriate use of such devices may constitute a disruption to the educational process and, in some cases, a violation of personal privacy.

Since, the maintenance of an optimal learning environment free from distractions is of paramount importance, cell phone use during scheduled class time, including reading and responding to text messages, is strictly prohibited. Violation of these rules will result in the phone or electronic device being confiscated and turned over to the administration through the day's end. In the case of repeat offenses, a parent/guardian of the student must meet with a school administrator to retrieve the device. Subsequent violations will result in forfeiture of the privilege granted to students to possess a cell phone on campus.

In addition, any such items that are not directly associated with the educational program (electronic games, laser pens, iPods, cell phones, & etc.) are prohibited and should be kept in the student's locker during the school hours. Students may use these devices before or after school hours. If students choose to use their items during school hours, they will be confiscated and brought to the main office.

A. Definition:

Electronic mobile devices may include, but are not limited to, laptops, netbooks, iPad, iPod touch, iPhone, electronic tablets, mobile phones and smart phones.

B. Student Use of Electronic Mobile Devices:

Use of an electronic mobile device during scheduled class time, including reading and responding to text messages, is strictly prohibited. For safety reasons, gaming and electronic communication during passing time is also discouraged. Students are allowed to possess cell phones for use before or after-school and for texting (not calling) during free periods in the Cafeteria, in the main lobby and in the Senior lounge provided that the phone remains on "silent." Outside of these areas, cell phones should be turned off and put away in students' lockers, bags or backpacks.

Notwithstanding the limited usage privilege regarding electronic mobile devices on school grounds, MLHS reserves the right to prohibit all access to a student who:

- Causes a disruption to the educational environment;
- Invades the rights of privacy of others, including staff, at the school;
- Involves illegal or prohibited conduct of any kind; or
- Violates a provision of the MLHS Code of Conduct or the Board's Policies or Regulations.

Use of a mobile electronic device to photograph, videotape, or audio record anyone on school property, including staff, students, or visitors, is strictly prohibited during school hours or at school-sanctioned events, unless approved by the Administration. Further, unauthorized electronic recording of students or staff may be deemed an act of bullying, harassment, or intimidation, and handled according to Board policy and relevant state law.

Finally, students are prohibited from using any personal entertainment devices during class time or in the media center. These devices include, but are not limited to iPods, mp3 players, and hand held computer or console games. They may be used in the common areas listed above during lunch or free time.

In such cases where a student uses an electronic mobile device in an inappropriate manner or in a way that otherwise violates MLHS policy, the principal or his/her designee or classroom instructor may also confiscate the device. In such instances, the building Administration will take appropriate disciplinary action, which may require contacting outside authorities, as outlined in the MLHS Code of Conduct. In the case of repeat offenses, a parent/guardian of the student must meet with a School Administrator to retrieve the device. Subsequent violations will result in forfeiture of the privilege granted to students to possess a cell phone on campus. Failure to hand over a cell phone is considered insubordination and may result in suspension. Please note that a teacher may require a student to deposit her/his cell phone in a holding container upon any request to leave the classroom.

C. Contents of Electronic Mobile Devices

The MLHS reserves the right to examine any student's electronic mobile device that is brought onto school grounds and search its contents if there is reasonable suspicion that MLHS or Board policies, rules, or regulations have been violated, as well as if there is a reasonable suspicion that the electronic mobile device contains information that may be pertinent to a school investigation. Students who use their electronic mobile device to violate MLHS or Board policies, rules, or regulations will be subject to appropriate disciplinary action as outlined in the MLHS Code of Conduct and any suspected violation of New Jersey law will be referred to law enforcement authorities.

D. Student Use of Remotely Activated Pagers

The MLHS prohibits the use and possession of all remotely activated pagers by students in the school building during the instructional day.

Cutting Classes

Students are expected to attend all of their classes. Cutting will result in a failing grade for work due in the class cut, assignment to three weeks in study hall (loss of all open periods) and/or one week of central detention (three days). Cuts are cumulative. Students who cut any one class offering three times may have their credit withheld in that class. A credit review conference with parents and the Assistant Principal will occur to determine an individual's credit status for that course. Repeated cutting will result in suspension.

Theft

Stealing is a crime. Students who are caught stealing will be turned in to Mountain Lakes Police for prosecution. Theft may also be construed as harassment and bullying and will be investigated as such. Do not leave anything of value in an unattended backpack or in the pockets of unattended clothing – always use gym lockers to secure these items.

If a theft occurs, the student suffering the loss should report to the main office immediately to complete a theft/loss materials report. This form should be filed immediately upon discovery of the loss. All thefts of a serious nature should be immediately reported to the local police department. The MLHS takes no responsibility for the damage to or the loss of personal property or school-assigned property.

Vandalism

Graffiti and other forms of vandalism result in loss of time among our custodial staff and may generate a monetary loss for the District. These acts will meet with suspension and restitution will be incurred by the student and his/her family (up to and including cleaning, repair, or payment for damages.) Police involvement may also become necessary.

Smoking

In accordance with state and local Board of Education policy, smoking of any kind is forbidden in school and on school grounds. The use of chewing tobacco, snuff, "chew," or electronic cigarettes is also prohibited on school grounds. Students who violate this rule will be suspended from school. The rule is in effect on all school grounds, before, during, and after school.

Chemical Substance Use and Abuse

The Board recognizes that the misuse of chemical substances by any student seriously impedes that student's education and threatens the welfare of the entire school community. Accordingly, the Board maintains and enforces a comprehensive Substance Abuse Policy. A complete copy of the policy is posted on the website and can also be obtained from the Principal or Assistant Principal.

In brief, the policy divides itself into two parts. The first section pertains to the student who confidentially reveals his/her substance abuse problem and seeks help in dealing with it. The second section addresses instances in which a student is reasonably suspected and found to be under the influence of a mood-altering chemical substance while in school or at a school activity.

Definitions:

1. For the purpose of these procedures "chemical substances include":
 - a. "Alcoholic Beverages": The Board recognizes alcohol as a chemical substance. The term "drugs and alcohol" is therefore avoided in these procedures in favor of the term "chemical substances," which includes alcohol, controlled dangerous substances, and other drugs.
 - b. Any controlled dangerous substance as identified

- in N.J.S.A. 24:21-1 *et seq.* Controlled dangerous substances include, but are not limited to, marijuana, cocaine (including "crack"), heroin, Oxycodone, PCP, amphetamines, barbiturates, anabolic steroids, tranquilizers, LSD, and "designer drugs," or controlled substance analogs.
- c. Any chemical or chemical compound which releases vapor or fumes, causing a condition or intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, as defined by N.J.S.A. 2A: 170-25.9. This section includes, but is not limited to, glue, aerosol propellants, gasoline, and solvents.
 - d. Any mind-altering or behavior-altering chemical substance. This category includes, but is not limited to, prescription drugs and such common substances as cough medications and over-the-counter medications.
 - e. Any prescription or patent drug, except those for which permission to use in school has been granted, pursuant to Board of Education policy.
2. The phrase "chemical substances in the school setting" refers to student use, possession, distribution, or state of being under the influence of chemical substances on school property, at school functions, or on school buses. It also refers to students whose use of drugs is affecting their school performance.
 3. The term "distribution" includes facilitation of sale, transfer, or delivery.
 4. The term "drug paraphernalia" refers to all equipment, products, and materials of any kind used for growing, manufacturing, producing, processing, preparing, testing, packaging, storing, containing, concealing, ingesting, inhaling or otherwise introducing into the human body in violation of the provision of these procedures, any of the substances referred to or included above. Drug paraphernalia includes, but is not limited to, the following objects used or intended for use, in conjunction with drugs: capsules, balloons, envelopes, other containers, pipes, tubes, masks, roach clips, miniature spoons, vials, rolling papers, razors, mirrors, and syringes.

5. The term "substance abuse problems" refers to those problems arising by virtue of the use of alcohol or other drugs by the student or the student's family.
6. The term "Building Administrator" refers to the principal, assistant principal, or the Building Administrator's designee.

The alcohol/drug-affected student who self-reveals may approach any member of the professional staff or the student assistance coordinator in order to seek help. It may be deemed appropriate to have the student evaluated in order to discover the nature of the concern and/or the extent of the substance abuse problem. It is possible that a referral for treatment would follow the evaluation.

Student Suspected of Being Under the Influence of a Chemical Substance:

Any staff member observing a student who appears to be currently under the influence of a chemical substance shall report the observed student's behavior and symptoms immediately to the Building Administrator.

The Building Administrator must remove the student for immediate examination by the School Nurse. The student will be kept under constant surveillance by school personnel. The school nurse shall conduct a preliminary chemical substance screening using a standard medical examination established by the medical department. The preliminary chemical substance screening report shall be submitted immediately to the Building Administrator.

Upon completion of the school nurse's preliminary chemical substance screening, the Building Administrator shall notify the parent/guardian of the results. The parent/guardian is required to meet with the Building Administrator immediately to obtain the necessary forms and discuss the appropriate course of action.

The parent/guardian shall be required to take the student for a medical examination by a physician that is selected by the parent/guardian and who is licensed to practice medicine or osteopathy. The costs for such examination shall be the full responsibility of the parent/guardian. The physician must provide a written report to the parent/guardian, the principal and

Superintendent within twenty-four (24) hours of the referral indicating whether chemical substance(s) was/were found, and whether such chemical substance(s) interfere with the student's physical and mental ability to perform in school. Throughout this process, the parent/guardian must comply with all minimum requirements for the medical examination as defined by the MLHS, including chemical screening with a zero tolerance testing. Any violation of the policy may be reported to the Division of Youth and Family Services.

If the physician selected by the parent/guardian is not immediately available, the medical examination shall be conducted by the School Physician. If the School Physician is not available, the parent/guardian shall be required to take the student to the emergency room of the nearest hospital for a medical examination. The student shall also be accompanied by the Building Administrator or a designated member of the school staff.

When a student fails to have an immediate medical examination/chemical screening to determine if he/she is under the influence of a chemical substance, the student shall be considered to have a positive result. In addition, when a chemical screening specimen is determined to be diluted and/or tampered with, the student shall be considered to have a positive result. In both cases, appropriate District disciplinary procedures will be imposed and implemented.

Re-Entry for Students Suspected of being Under the Influence of a Chemical Substance:

In the case of suspicion confirmed by chemical screening, in order to gain re-entry to the MLHS:

1. The student must undergo a physical examination in order to ascertain whether he/she is fit (drug-free) to return to school. The exam report must be furnished to the parent/guardian and the Principal and the Superintendent within twenty-four (24) hours of referral.
2. The student will be suspended from school for a period of time set by the Principal.
3. The student and his/her parent(s)/guardian(s) must attend a re-admission conference with the Principal. At the conference all pertinent health care issues and the disciplinary matters will be reviewed. The school's expectations will be set forth. All drug screening results

will be discussed.

4. The student and his/her parent(s)/guardian(s) must make arrangements with a health care provider for a “chemical health assessment.” The results of this evaluation must be shared with the Principal and/or Student Assistance Counselor.
5. If the chemical health assessment finds a positive (drug-involved) result, the family will be required to arrange for the student to receive appropriate services from a licensed health care provider. The student will also engage in a series of subsequent support meetings with the Student Assistance Counselor.
6. The student may be removed from an extra-curricular activity in which they are participating at the time of the incident.
7. In addition, any student discovered possessing or trafficking in (selling) controlled dangerous substances or drug paraphernalia will be subject to the provisions set forth above, and will be reported to the Mountain Lakes Police for prosecution.

Note: Every student has a right to confidentiality during this entire process. To view the complete Board Policy on this matter please refer to the school website or request a copy in the Board office.

Conduct at School Events

The rules governing student conduct are in effect on the bus and at all school events or activities, even those that the school sponsors off campus such as outings or field trips.

Dances

Any club or organization planning a dance must first arrange for a date on the master calendar prior to the scheduled event. Building use forms are to be picked up and returned to the main office. The rules and regulations below are in effect at all dances:

1. Once a dance begins, students may not leave until the conclusion of the event.
2. All dances sponsored by Mountain Lakes High School are for Mountain Lakes High School students only. For the occasions of the Winter Formal and Senior Prom any prospective guest of MLHS students who are under the age of 21 may fill out a contract requesting admission to the event. However, the administration reserves the right to refuse any such request.

3. Students are not permitted to drink or use illegal drugs, or be under the influence of alcohol or illegal drugs at school sponsored activities. Students who violate this rule risk suspension or expulsion.

4. Students will be admitted to the dance up to one hour past the designated starting time.

5. School representatives have the authority to shut down a dance if there exists a threat of violence or obscenity.

DISCIPLINARY GUIDELINES

The MLHS shall, in accordance with law, systematically monitor its procedures to ensure continuing compliance with anti-discrimination laws and regulations in school and classroom practices. To the greatest extent possible, the administration of discipline will be equal and consistent without regard to race, religion, ethnicity, disability, national origin, or any other protected class under the laws of the State of New Jersey.

Responsibility, honesty, maturity, trust, respect and consideration for others are critical factors that limit the necessity of formal disciplinary measures. With this in mind, students are encouraged to develop and exercise these qualities while regularly maintaining self-discipline and a positive attitude.

Expectations for daily conduct within the classroom are largely maintained by our teachers. Other behavior-related issues are handled by the Principal and the Assistant Principal. These typically follow from conduct observed or from teacher or student referrals. The administrator will examine the student's account of events when considering disciplinary consequences. The administrator will also evaluate the severity of the offense, the conduct history of the offender, and the student's developmental age in determining the school's response to the misconduct. Individualized Education Plans and accommodations under section 504 are also taken into account. Disciplinary measures are graded and range from loss of privileges and central detention to suspension or expulsion. Parents are often called in connection with disciplinary issues, and some forms of misconduct require a parent conference.

If at any time a student is asked to remove himself from a classroom by a teacher, he or she must do so without protest, reporting immediately to the Main Office. There the student will fill out a Behavior Report and wait for the Principal or Assistant Principal to review the matter.

Consequences Explained

Central Detention

Students who misbehave or who do not use their unscheduled time in a responsible manner may be assigned to Central Detention. Central Detentions are held on Tuesday, Wednesday, and Thursday afternoons from 2:45 p.m. to 3:45 p.m. in room 164. Attendance is mandatory and supersedes extra-curricular activities and work schedules. Failure to attend can result in suspension from school.

Suspension

Suspension is reserved for the most serious or pervasive type of misconduct. It takes two forms: *In-School Suspension* and *Out-of-School Suspension*. During in-school suspension students report to study hall periods 1 through 9 and must bring lunch from home which they will take under the supervision of the Assistant Principal or his designee. Students who are suspended from coming to school are not to be on the streets during school hours. In either case a suspended student may not participate in any extra-curricular activities. A suspended student incurs no academic penalty and has the full rights to make up missed work.

The following chart is a guideline of consequences corresponding to some, but not all, infractions.

<u>Infraction</u>	<u>Consequence</u>
Bullying, Harassment or Hazing	ISS / OSS
Cellular Phones	Confiscate/Meet with parent /Loss of Phone Privilege
Café Disruption, Failure to Buss	Café clean up, SH or CD
Cut Central Detention	ISS / OSS
Cut Class	3 Weeks SH, or 3 CDs
Disrespectful Conduct	3 Weeks SH, or 3 CDs
Disruptive Behavior	3 Weeks SH, or 3 CDs
Failure to follow Safety Procedures	ISS / OSS
False Alarm or Threat	OSS / Police Notification
Fighting	OSS
Forged Note	3 Weeks SH, or 3 CDs
Honor Code Violations	See Honor Code Booklet
Inappropriate Behavior	3 Weeks SH, or 3 CD's
Inappropriate Language	1-3 Weeks SH or 1-3 CDs

Incitement of Unrest	OSS
Insubordination	ISS / OSS
Late To Class	Teacher Detention / CD
Leaving School Grounds	6 Weeks SH, or 6 CDs / Loss of Driving Privileges
Media Center Disruption	1-3 Weeks SH or 1-3 CDs
Missed Teacher Detention	2 CDs
Misuse Free Time	3 Weeks SH, or 3 CDs
Repeated Dress Code Infractions	Central Detention
Parking Violations	1-3 Wks SH, CD, Lost Privileges
Poss. Drugs / Paraphernalia, Alcohol	OSS / Police notification
Smoking	ISS / OSS
Substance Abuse	OSS
3 Lates to HR	3 Weeks SH, or 3 CDs
Tardy to School	1 Week of SH, or CD
Theft	OSS, Replace Goods
Truant	6 Weeks SH, or 6 CDs
Unauthorized Occupancy	ISS / OSS
Vandalism	ISS / OSS Pay For Damage

- SH = Study Hall
- CD = Central Detention
- OSS = Out of School Susp.
- ISS = In School Susp.

Each situation is unique and may result in more severe penalties as determined by the Administration.

Memorandum of Agreement with Law Enforcement

A uniform State memorandum of agreement exists between education and law enforcement agencies aimed to address safety and security issues as they relate to school and community. As far as possible, questioning of pupils by police in pursuing an investigation shall take place outside of school hours. If the urgency of the situation requires otherwise, whenever possible such questioning shall take place in the presence of a parent or guardian and the principal or his designee.

Student Appeals and Due Process

Disciplinary appeals should be made at the lowest level of authority involved in the disciplinary decision. In addition, students have the right to an informal hearing before an Administrator prior

to the enactment of any suspension from school. In instances when a student's continued presence in school poses a danger or threatens to disrupt the educational process, the informal hearing shall take place as soon as practical following the suspension. Oral or written notification of the removal of a student from his or her educational program shall occur on the same day on which the decision to suspend is made. Any further appeals may be made to the Commissioner of Education in accordance with applicable State Law and Regulations.

Some of the Board's Policies, including the Conduct and Discipline Policy, are available on the School District's website. Copies of all policies are made available to the public upon request.

III. ACADEMIC INFORMATION

Homework, Reports, and Other Written Assignments

All papers, whether typed or handwritten, should be neat and legible. Papers of equal merit cannot be graded differently because one is typed and one is not. The entire assignment should be the work of the student, up to and including putting it in proper form for presentation to the teacher. If a student is forced to be absent on the day that a major assignment is due, he or she may meet this obligation responsibly by:

1. Sending the paper in with someone who can submit the work directly to the teacher before homeroom.
2. Mailing the paper so that it is postmarked before 8:00 a.m. of the due date.

Students are expected to organize their schedules so that they may complete outside assignments on time while still attending school regularly. Students who absent themselves from school to work on papers, projects or in review for assessments, are truant. Individual extenuating circumstances should be presented to teachers well in advance of deadlines for their consideration.

Print Materials, Computers and Other School Property

1. A student is wholly responsible for the care of all issued books, computers or other school property including athletic uniforms and equipment.
2. All textbooks should remain covered throughout the year.
3. Fines for damaged or lost books, computers or equipment must be paid before the end of the course or sports season.

Parent Portal/ Checking of Student Progress

Parents will have access to the grades of their children through Powerschool. Parents are cautioned to recognize every grade appearing in the system represents a mere snapshot in time, one whose calculation may or may not include a student's most recent assessments. Teachers will update the grades of their students in a timely fashion. Finally, parents are urged to first address clarifying questions pertaining to academic performance with their son or daughter prior to communicating with the course instructor.

Extra Help with Teachers or through NHS

Students are encouraged to make arrangements with teachers for extra-help during mutually convenient unscheduled periods, before or after school. National Honor Society students also volunteer their time to support their peers in their studies. Students should discuss arranging assistance from an NHS tutor with their Guidance Counselor. Note: Students who do not appear for an extra-help appointment with a teacher have disregarded the teacher's professional time will be considered to have "cut" and will receive appropriate consequences.

Schedule Changes, Dropping a Course

Course selection should be carefully carried out in a cooperative manner involving the student, teacher, counselor, and parents. Students are expected to attend and satisfactorily complete the courses in which they enroll during counseling conferences. Prior to the opening of school in September, changes to a student's schedule proposed for educationally sound reasons will be considered according to specific guidelines set forth in The Academic Requirements booklet. During the school year, courses are not to be dropped unless extenuating circumstances arise. If this occurs, the following procedure is to be followed:

1. Student is to communicate the request to both teacher and counselor.
2. Counselor will notify parents of the proposed change.
3. Counselor will confer with both teacher and the appropriate Supervisor regarding the change and its implications.
4. If approved student must secure the signatures of each the teacher, Supervisor, counselor and parent.
5. If the change request is denied appeals may be made to the Director of Guidance and the Principal, respectively.

Withdrawal From School

When a student is moving or transferring to another school, written notice of this withdrawal is requested from the student's parent or guardian. All students withdrawing from school must attend an exit interview with their guidance counselor. If the student is under 18 years of age, a parent or guardian must be present at this interview. The specific steps in withdrawing from school may be obtained from one's guidance counselor.

Make-up Work

It is the student's responsibility to find out whether he/she missed a test or other class-work or evaluative obligation while absent from school. In such cases, the student is responsible for communicating with the teacher and arranging to make up the missed work within one week of his/her return to school. Work not made up promptly will receive a grade of "F".

A student may not be required to take a test on the first day of his/her return to school if the student was not present the day the test was announced. If a student anticipates being absent for more than three days, he/she should contact the main office to arrange to get assignments beforehand.

Students on field trips or athletes excused from class for early contests are responsible for any work they miss.

Honor and Merit Rolls

A student must attain a grade point average of 3.5 or higher to be on the Honor Roll. A grade point average of 3.0 to 3.49 will place a student on the Merit Roll. Cumulative G.P.A. is calculated yearly. Check the Course Description Book for specific procedures and details.

All courses except physical education are used to compute grade point average.

A grade of "D" or "F" in any course automatically excludes a student from consideration for both the honor and merit rolls. Any two Failures in a semester course and any three Failures in a full-year course will result in a failing grade, regardless of what other grades may have been earned. At the end of the first, second and third marking periods the Home & School Association sponsors a breakfast for students to recognize their academic achievement. Those earning Honor Roll and Merit Roll status are honored in the first two quarters respectively. The breakfast following the third marking period celebrates those students who have shown improvement in their academic performance.

Honor Roll Privileges

Honor or Merit Roll privilege cards may be distributed by the Guidance Department at the discretion of the administration. The use of these cards is subject to teacher approval *prior* to their use. Teachers will acknowledge granting of this privilege by providing his or her signature on the back of the card. All students must indicate on the card whether they will report to the cafeteria or to the media center during that period. In no circumstances do these cards extend open campus privileges for any student.

National Honor Society

MLHS is host to the E.W. Anibal Chapter of the National Honor Society. Not only does our NHS recognize high academic achievement, but it also functions as a service organization. Its members tutor other students, usher at evening events, and perform other services on an as-needed basis.

In order to be considered for selection, students in the class of 2017 and beyond must attain a 3.65 GPA after 10 quarters of high school. Academic eligibility does not guarantee selection. Students must also be awarded high ratings in leadership, character, and service by the high school faculty. Classroom behavior, disciplinary records, and academic integrity reports are taken into consideration during the selection process. After selection, NHS members must maintain at least a 3.65 GPA after each marking period of membership and continue to uphold the standards that made them eligible for initial induction. Copies of the NHS selection process are available in the main office.

Midterms & Final Examinations

Midterms and Final Examinations are required of students in almost all academic subjects, and carry a combined weight of one fifth of the credit earned. These exams have as much grade-weight importance as any one marking period.

Attendance at the final examinations is mandatory. Only a physician's note or a personal excuse cleared by the Principal in advance will be a valid reason for missing a final examination. No student is to be admitted to an examination if he/she is tardy by more than one hour. Any student or teacher who wishes to change the time or place of an examination must receive prior approval from the Assistant Principal.

Students who willfully absent themselves from a final examination will automatically receive an "F" for the exam. Students with a failing average (three failing grades in a full-year course, or two failing grades in a semester course) must take the final exam in order to be eligible for summer school and/or to repeat

the course for the following year. Extenuating circumstances will be reviewed by the administration.

Notification of Health Curriculum Content

The New Jersey State Health Curriculum Guidelines require that parents receive notification of the content of the District's health curriculum. Further, parents may request a waiver from selected topics contained in the curriculum. Among these topics are Human Sexuality in Grade Nine, Current Health Issues in Grade Eleven, and Marriage and Family Living in Grade Twelve.

If a parent questions the appropriateness of these health topics for religious or moral reasons, the parent will be given the opportunity to examine the details of the Health Curriculum. Further, the parent may request a waiver for his or her child to be exempted from the topic(s) in question. The request, stating the specific reasons for the exemptions, shall be submitted in writing to the building principal. Should there be sufficient reason to honor the request, the Principal will assign the student to a library/study location during the health instructional time and will be provided an alternate assignment to meet the health requirements.

IV. CO-CURRICULAR ACTIVITIES AND PROGRAMS

Academic Competitions	Junior NAD
Art Club	Key Club
Asian Culture Society	<i>Lakes</i> , Yearbook
Book Club	Latin Honor Society
Bridge Club	Math League
Cappies	Mock Trial
Chess Club	<i>The Mountaineer</i>
Computer Club	Music Appr. Club
Cooking Club	National Honor Society
Dance Club	Paterson Connection
Deaf Actors' Workshop	Peer Group
Deaf Academic Bowl	Pep Band
Drama Club	<i>Phoenix</i> Lit/Art Mag
Environmental Club	Photography Club
Fall Drama Production	Physical Fitness Club
Foreign Film Club	Politics Club
Forensics/Debate Club	REBEL
French Honor Society	Ski Club
Garden Club	Spanish Honor Society
Gay Straight Alliance	Spring Musical
Guitar Ensemble	Stagecraft
Italian Club	Student Government

SGA and Class Elections

School governance and service are important responsibilities. During May of each year elections for SGA and Class office are held. All students running for office must file a petition in order to be placed on the ballot. Candidates for Class and SGA office are expected to submit and to give that election speech in class meetings, and candidates for high SGA office are expected to speak in an all-school assembly.

Sportsmanlike Conduct

One of the goals of the MLHS Athletic Department is to promote good sportsmanship among all participants and fans. The following are our expectations and ways to promote "Good Sportsmanship."

Expectations of Parents and Other Fans

- Realize that a ticket is a privilege to observe a contest and support high school activities, not a license to verbally assault others or to be generally obnoxious.
- Respect decisions made by contest officials.
- Be a positive role model by positively supporting teams in every manner possible, including content of cheers and signs.
- Respect fans, coaches, and participants.

Expectations of Student Participants

- Treat opponents with respect; shake hands prior to and after contests.
- Respect judgment of contest officials; abide by rules of the contest and display no behavior that could incite fans.
- Cooperate with officials, coaches and fellow participants to conduct a fair contest.
- Accept seriously the responsibility and privilege of representing school and community; display positive public action at all times.
- Live up to the high standard of sportsmanship established by the coach.

Acceptable Behavior

- Applause during introduction of players, coaches, and officials.
- Players shaking hands with opponent who fouls out while both sets of fans recognize player's performance with applause.
- Accept all decisions of officials.
- Cheerleaders lead fans in positive school cheers in a positive manner.

- Handshakes between participants and coaches at end of contest, regardless of outcome.
- Treat competition as a game, not a war.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at end of contest for performance of all participants.
- Everyone showing concern for injured player, regardless of team.
- Encourage surrounding people to display only sportsmanlike conduct.

Unacceptable Behavior

- Yelling or waving arms during opponent's free-throw attempt.
- Disrespectful or derogatory yells, chants, songs, or gestures.
- Booing or heckling an official's decision.
- Criticizing officials in any way; displays of temper with an official's call.
- Antagonizing opponents either verbally or through gestures.
- Refusing to shake hands or give recognition for good play.
- Blaming loss of game on officials, coaches, or participants.
- Laughing or name-calling to distract an opponent.
- Using profanity or displays of anger that draw attention away from the game.
- Yelling or chanting that interferes with the efforts of cheerleaders.

Eligibility Rules

The New Jersey State Interscholastic Athletic Association (NJSIAA) establishes the following rules:

1. ELIGIBLE if a student has not reached the age of 19 prior to September 1st.
2. ELIGIBLE to represent the H.S. for 8 consecutive semesters following a student's entrance into the 9th grade.
3. To be ELIGIBLE for athletic competition during the first semester (September 1 to January 31) of the 10th grade or higher, or the second year of attendance in a secondary school or beyond, a pupil must have passed 25% of the credits (30) required by the state of New Jersey for graduation during the immediately preceding academic year. To be ELIGIBLE for athletic competition which begins during the second semester (February 1 to June 30) during the ninth grade or higher, a pupil must have passed the equivalent of 12.5 % of the credits (15) required by the State of New Jersey for graduation (120) at the close of the preceding semester (January 31). Full year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

4. NOT ELIGIBLE after the completion of 8 semesters following a student's entrance into 9th grade, regardless of the fact that a sports season may not be completed.

5. NOT ELIGIBLE after the class in which a student originally enrolled graduates, regardless of transfers during the 3 or 4-year period.

Notwithstanding the provisions of Paragraph 3 and 4 above, a student who is eligible at the beginning of a sports season shall be allowed to finish that season.

Training Rules

A member of a Mountain Lakes High School athletic team is expected to maintain the high ideals of personal integrity and team loyalty. To maximize the commitment to that goal, each athlete must adhere to the following rules:

1. The use and/or possession of drugs or alcohol is prohibited by any team member.
2. The use and/or possession of any tobacco product (including spit tobacco) is prohibited by any team member.
3. Any involvement with police or other authorities because of violations of local, state or federal law (with the exception of motor vehicle violations), is prohibited by any team member. In determining the appropriate response to students who commit one or more acts under this paragraph, the following factors may need to be considered:
 - a) the levels of harm
 - b) the surrounding circumstances
 - c) the nature of the behaviors
 - d) past incidents or past or continuing patterns of behavior

The Principal or his/her designee, Athletic Director and Head Coach will be responsible for determining whether an alleged act constitutes a violation of this Policy. The Principal or his/her designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or his/her designee will maintain a record of each investigation regarding allegations of Training Rule Violations.

Any athlete who violates one of these rules will be removed from the team of which he/she was a member for the remainder of that

season. Also, if a violation occurs, the athlete will be referred to the student assistance program and a drug/alcohol evaluation may be required.

In addition, an athlete's second violation of one of these rules during that athlete's high school career will result, not only in the loss of eligibility for the remainder of that season, but also the following:

For 2nd and subsequent offenses involving tobacco, alcohol and/or drugs:

A. *For Alcohol and Drug Offenses: Mandated alcohol and drug assessment with an outside facility* approved by the Student Assistance Coordinator (SAC) *and*

A1. Completion of any recommended program resulting from assessment by outside facility. OR Active participation in such recommended program including compliance with all program policies and recommendations

A2. Participation in the random drug-testing program, including the EtG 80-hour alcohol screen, for 90 days while school is in session, unless such testing is specifically contrary to the outside therapist's recommendation.

For Tobacco Offenses: Mandatory three meetings with SAC and compliance with all recommendations resulting from such meetings.

Above must be completed before participating in another sport.

B. *Participation in Eligibility Meeting:* The Principal, Athletic Director, SAC and two members of the coaching staff will review the student athlete's compliance with A and B above and determine the student athlete's eligibility for participation in sports.

For 2nd and subsequent offenses NOT involving tobacco, alcohol and/or drugs:

A. *Participation in three mandated meetings* with the Student Assistance Coordinator. (SAC)

B. *Follow the recommendations of the SAC* based on the above meetings.

C. *Completion of an individually prescribed restitution program* which may include 20-60 hours of community service *and/or adherence to a restriction of in school privileges* including free periods and open campus.

D. Participation in Eligibility Meeting: The Principal, Athletic Director, SAC and two members of the coaching staff will review the student athlete's compliance with A, B, and C above and determine the student athlete's eligibility for participation in sports.

Interscholastic Athletics

Mountain Lakes High School offers a wide range in interscholastic activity for both boys and girls.

Fall:

Boys Cross Country – Varsity, JV Boys Soccer - Varsity, JV, Fr
Girls Cross Country - Varsity, JV Girls Soccer - Varsity, JV, Fr
Field Hockey - Varsity, JV, Fr Girls Tennis - Varsity, JV
Football - Varsity, JV, Fr

Winter:

Boys Basketball - Varsity, JV, Fr Girls Skiing - Varsity, JV
Girls Basketball - Varsity, JV, Fr Boys Swimming - Varsity
Ice Hockey - Varsity, JV Girls Swimming - Varsity
Boys Skiing - Varsity, JV Wrestling - Varsity, JV

Spring:

Boys Baseball - Varsity, JV, Fr Boys Tennis - Varsity, JV
Boys & Girls Golf - Varsity Girls Softball - Varsity, JV, Fr
Boys Lacrosse, Varsity, JV, Fr Boys & Girls Track – Varsity
Girls Lacrosse, Varsity, JV, Fr

PHILOSOPHY

We believe interscholastic athletics are an integral part of a successful educational system. Our educational goals and objectives are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular classroom program environment. The purpose of interscholastic athletics is to provide another arena wherein students may learn and develop life skills through the experiences athletics provide. These experiences should help develop student initiative, responsibility, social skills, organizational skills, team building, commitment, and a motivation to pursue excellence.

Freshman:

This level of interscholastic sports is for ninth grade students only. Sports conducted at this level focus on acquiring basic skills, learning game rules, the fundamentals of team play, appropriate behavior patterns, and healthy competition.

We try not to cut students at ANY level. However, if the number of students trying out for a team creates a situation that is difficult to manage, poses a safety problem, or is problematic because of facility consideration, reducing team size may be necessary.

Junior Varsity:

This level of interscholastic sports is primarily for tenth and eleventh grade students. Occasionally ninth grade students who have satisfied all selective/classification requirements are placed at this level. Junior varsity programs work towards achieving a balance between continued team and player development. Emphasis is placed on physical conditioning, refinement of fundamental skills, and elements of strategies of team play, in addition to social and emotional development. Members are expected to exhibit a high level of dedication and commitment with the goal of becoming a varsity athlete.

Varsity:

This level of interscholastic sports is the culmination of all other levels. Normally, juniors and seniors combine for the majority of the roster positions, along with any sophomore and freshman athletes that have developed at an advanced rate. Although cutting is not encouraged, the number of participants is determined by the need to conduct an effective and meaningful practice and to play a contest. A sound attitude coupled with an advanced level of skill are prerequisites for a position on a varsity roster.

Although the primary goal of any varsity program is to win, winning is not the only measure of success. Through participation, students acquire important qualities necessary for becoming responsible adults and productive citizens.

Physicals/Permission Cards

No student may begin practice for any team unless he or she has had a physical exam, handed in a parent permission card, and completed a medical history questionnaire. The school doctor will be available one day in the summer to give physicals to all athletes, for fall sports and at other times during the year for winter and spring sports. These physical exams are conducted at the High

School. If a student misses these physicals, he or she must make arrangements with the family physician to conduct the examination and complete the school's medical form.

Letters/Awards

The coach of a particular sport will establish the criteria for earning a letter of that sport. Freshmen and JV letter winners receive certificates. Varsity letter winners are awarded a letter for their first varsity award in each sport and then a plaque for any subsequent varsity letter they earn for that sport. Honor plaques are given to any student who participates in three sports during one year.

The Alma Mater

<i>When all Mountain Lakers gather</i>	<i>Where the Echoes from the hillsides</i>
<i>It is never very long</i>	<i>Ring around the Wildwood shore</i>
<i>'Til we praise our Alma Mater</i>	<i>Dwell a host of Friends we'll</i>
<i>With a Song</i>	<i>Cherish evermore</i>
<i>As we join our hearts together</i>	<i>Though our paths may some day sever</i>
<i>Raise our voices clear and true</i>	<i>We'll recall the happy throng</i>
<i>In allegiance to the Orange</i>	<i>That was bound as one together</i>
<i>And the Blue!</i>	<i>In a song.</i>

CHORUS

Sing! Sing! The Mountain Lakers' song
To thee our loyal hearts belong
For no matter where we wander
Or wherever we may roam
We will always think of Mountain Lakes
As Home.

Music and lyrics by George H. Little