

**REGULAR DAY SCHEDULE**

**40 minute periods**

7:35	7:44	8:28	9:12	9:56	10:39	11:05	11:48	12:31	1:15	2:00
<b>HR</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4/5</b>	<b>Lunch</b>	<b>7/8</b>	<b>9/10</b>	<b>11</b>	<b>12</b>	<b>14</b>
7:40	8:24	9:08	9:52	10:36	11:02	11:45	12:28	1:11	1:55	2:40

7:35	7:44	8:28	9:12	9:56	10:39	11:22	11:48	12:31	1:15	2:00
<b>HR</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4/5</b>	<b>6/7</b>	<b>Lunch</b>	<b>9/10</b>	<b>11</b>	<b>12</b>	<b>14</b>
7:40	8:24	9:08	9:52	10:36	11:19	11:45	12:28	1:11	1:55	2:40

7:35	7:44	8:28	9:12	9:56	10:39	11:22	12:05	12:31	1:15	2:00
<b>HR</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5/6</b>	<b>7/8</b>	<b>Lunch</b>	<b>10/11</b>	<b>12</b>	<b>14</b>
7:40	8:24	9:08	9:52	10:36	11:19	12:02	12:28	1:11	1:55	2:40

7:35	7:44	8:28	9:12	9:56	10:39	11:22	12:05	12:48	1:15	2:00
<b>HR</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4/5</b>	<b>6/7</b>	<b>8/9</b>	<b>10</b>	<b>Lunch</b>	<b>12</b>	<b>14</b>
7:40	8:24	9:08	9:52	10:36	11:19	12:02	12:45	1:11	1:55	2:40

**REGULAR HALF-DAY SCHEDULE**

**28 minute periods / NO lunches**

<b>Lunch</b>	7:35	7:44	8:16	8:48	9:20	9:52	10:24	10:56	11:28
<b>HR</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4/5</b>	<b>7/8</b>	<b>9/10</b>	<b>11</b>	<b>12</b>	
	7:40	8:12	8:44	9:16	9:48	10:20	10:52	11:24	11:56

<b>Lunch</b>	7:35	7:44	8:16	8:48	9:20	9:52	10:24	10:56	11:28
<b>HR</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4/5</b>	<b>6/7</b>	<b>8/9</b>	<b>10/11</b>	<b>12</b>	
	7:40	8:12	8:44	9:16	9:48	10:20	10:52	11:24	11:56

<b>Lunch</b>	7:35	7:44	8:16	8:48	9:20	9:52	10:24	10:56	11:28
<b>HR</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>6/7</b>	<b>8/9</b>	<b>10/11</b>	<b>12</b>	
	7:40	8:12	8:44	9:16	9:48	10:20	10:52	11:24	11:56

<b>Lunch</b>	7:35	7:44	8:16	8:48	9:20	9:52	10:24	10:56	11:28
<b>HR</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>6/7</b>	<b>8/9</b>	<b>10/11</b>	<b>12</b>	
	7:40	8:12	8:44	9:16	9:48	10:20	10:52	11:24	11:56

**TWO HOUR DELAYED OPENING SCHEDULE**

**25 minute periods**

9:35	9:44	10:13	10:42	11:11	11:39	12:07	12:35	1:03	1:32	2:00
<b>HR</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4/5</b>	<b>Lunch</b>	<b>7/8</b>	<b>9/10</b>	<b>11</b>	<b>12</b>	<b>14</b>
9:40	10:09	10:38	11:07	11:36	12:04	12:32	1:00	1:28	1:57	2:40

9:35	9:44	10:13	10:42	11:11	11:39	12:07	12:35	1:03	1:32	2:00
<b>HR</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4/5</b>	<b>6/7</b>	<b>Lunch</b>	<b>9/10</b>	<b>11</b>	<b>12</b>	<b>14</b>
9:40	10:09	10:38	11:07	11:36	12:04	12:32	1:00	1:28	1:57	2:40

9:35	9:44	10:13	10:42	11:11	11:39	12:07	12:35	1:03	1:32	2:00
<b>HR</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4/5</b>	<b>6/7</b>	<b>8/9</b>	<b>Lunch</b>	<b>11</b>	<b>12</b>	<b>14</b>
9:40	10:09	10:38	11:07	11:36	12:04	12:32	1:00	1:28	1:57	2:40

9:35	9:44	10:13	10:42	11:11	11:39	12:07	12:35	1:03	1:32	2:00
<b>HR</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4/5</b>	<b>6/7</b>	<b>8</b>	<b>9/10</b>	<b>Lunch</b>	<b>12</b>	<b>14</b>
9:40	10:09	10:38	11:07	11:36	12:04	12:32	1:00	1:28	1:57	2:40

For students with B lunch please complete the daily class schedule below

<b>B LUNCH</b>				
START	PERIOD	END	CLASS	ROOM
7:35	<b>HR</b>	7:40	<i>Homeroom</i>	
7:44	<b>1</b>	8:24		
8:28				
9:12	<b>3</b>	9:52		
9:56				
10:39	<b>B LUNCH</b>	11:02	<i>Lunch</i>	<i>Cafe</i>
11:05	<b>7</b>	11:45		
11:48				
12:31	<b>11</b>	1:11		
1:16				
2:00	<b>14</b>	2:40		

For students with C lunch please complete the daily class schedule below

<b>C LUNCH</b>				
<b>START</b>	<b>PERIOD</b>	<b>END</b>	<b>CLASS</b>	<b>ROOM</b>
7:35	<b>HR</b>	7:40	<i>Homeroom</i>	
7:44	<b>1</b>	8:24		
8:28	<b>2</b>	9:08		
9:12	<b>3</b>	9:52		
9:56	<b>4</b>	10:36		
10:39	<b>6</b>	11:19		
11:22	<b>C LUNCH</b>	11:45	<i>Lunch</i>	<i>Cafe</i>
11:48	<b>9</b>	12:28		
12:31	<b>11</b>	1:11		
1:16	<b>12</b>	1:56		
2:00	<b>14</b>	2:40		

For students with D lunch please complete the daily class schedule below

<b>D LUNCH</b>				
<b>START</b>	<b>PERIOD</b>	<b>END</b>	<b>CLASS</b>	<b>ROOM</b>
7:35	<b>HR</b>	7:40	<i>Homeroom</i>	
7:44	<b>1</b>	8:24		
8:28	<b>2</b>	9:08		
9:12	<b>3</b>	9:52		
9:56	<b>4</b>	10:36		
10:39	<b>6</b>	11:19		
11:22	<b>8</b>	12:02		
12:05	<b>D LUNCH</b>	12:28	<i>Lunch</i>	<i>Cafe</i>
12:31	<b>11</b>	1:11		
1:16	<b>12</b>	1:56		
2:00	<b>14</b>	2:40		

For students with E lunch please complete the daily class schedule below

<b>E LUNCH</b>				
<b>START</b>	<b>PERIOD</b>	<b>END</b>	<b>CLASS</b>	<b>ROOM</b>
7:35	<b>HR</b>	7:40	<i>Homeroom</i>	
7:44	<b>1</b>	8:24		
8:28	<b>2</b>	9:08		
9:12	<b>3</b>	9:52		
9:56	<b>4</b>	10:36		
10:39	<b>6</b>	11:19		
11:22	<b>8</b>	12:02		
12:05	<b>10</b>	12:45		
12:49	<b>E LUNCH</b>	1:11	<i>Lunch</i>	<i>Cafe</i>
1:16	<b>12</b>	1:56		
2:00	<b>14</b>	2:40		

Dear Students and Parents:

We have provided this handbook so that information will be at your fingertips. It is important that you familiarize yourself with its contents, especially if you are new to our high school. Each year the handbook is revised and you would be wise to review its contents throughout your high school years.

If you have questions or concerns, please contact the appropriate staff members. We wish you a successful year.

Mr. Andrew Seibel  
**Principal**

Mr. Don Williams  
**Assistant Principal**

Mr. Shawn Counard  
**Assistant Principal**

### **Moorestown Township Board of Education**

Regular meetings of the Board of Education are held on the third Tuesday of each month (except July) and are open to the public. Conference meetings are open to the public and are held as advertised.

Meetings are held in a designated building in the district, and will be announced. Meeting time is 7:30 P.M.

#### ***Board of Education Members***

Mr. Mark Villanueva/President

Mrs. Cheryl Makopolos/Vice President  
Mrs. Melissa Arcaro Burns  
Mrs. Jill Fallows Macaluso  
Mr. Maurice Weeks

Ms. Claudine Morano  
Ms. Brooke Mailhiot  
Ms. Danielle Miller  
Mrs. Lauren Romano

#### **District Personnel 856-778-6600**

**Mr. Joseph Bollendorf**  
*Interim Superintendent*

**Dr. Karen Benton**  
*Assistant Superintendent*

**Mr. James Heiser**  
*School Business Administrator  
Board Secretary*

**Ms. Carole Butler**  
*Personnel Administrator*

**Dr. David Tate**  
*Director of Special Education*

**Ms. Cathy Kain**  
*Central Registrar*

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## **Philosophy**

We believe that Moorestown High School is dedicated to teaching and encouraging our students to develop their skills; to acquire, demonstrate, and transfer knowledge; and to realize their potential.

We believe that it is through the school experience that students learn to respond to a changing society and to become effective and responsible citizens in a democratic society.

We believe the obligation and responsibility of the school is to offer educational opportunities in an atmosphere conducive to the education and maximum development of students.

We believe that students must be educated in their responsibility to their future role in society.

We believe that the school must be concerned with the well being of the students' intellectual, physical, emotional, and social growth.

We believe that it is essential that students see themselves in terms of their environment and in relation to the rest of the world.

We believe it is imperative that students learn and practice sensitivity, tolerance, dignity, and integrity.

We believe that to meet these ends, it is the school's obligation and responsibility to provide a curriculum which includes a comprehensive, yet diversified and flexible, program of challenging studies and activities.

## **Statement on Human Relations**

The Moorestown Township Board of Education, at a meeting on June 4, 1984, adopted the following statements:

We Believe That:

- All people must be treated with dignity and respect, and that our school district must make dignity and respect an operating principle of its daily practices and procedures. Our program of studies, at every level, must recognize and seek to transmit to students the valuable contributions of men and women of every ethnic and cultural background, and of those who are physically handicapped.
- We must strive to demonstrate the importance of these ethnic, cultural, and other contributions, not merely through our curriculum, but by reflecting the diversity of backgrounds in our professional staff.
- Educational processes, no matter how academically strong, are seriously defective if they fail to make our students aware of the worth of every human being and sensitive to the similarities and differences among persons.
- Opportunities for personal growth and advancement, for all who are connected with our school system, shall be encouraged and awarded without regard to race, religion, sex, national origin, socio-economic status, or handicapping conditions.



**HIGH SCHOOL ADMINISTRATION**  
**856-778-6610**

<b>Mr. Andrew Seibel</b>	Principal
<b>Mr. Don Williams</b>	Assistant Principal
<b>Mr. Shawn Counard</b>	Assistant Principal

**SCHOOL SECURITY**

<b>Mr. Maurice Clayton</b>	Security Officer
<b>Mr. Ralph Yansick</b>	Security Officer

**DISTRICT SUPERVISORS**

<b>Ms. Kathleen D'Ambra</b>	Guidance Services Administrator
<b>Ms. Jacqueline Brownell</b>	Supervisor of Language Arts
<b>Ms. Julie Colby</b>	Supervisor of Mathematics
<b>Ms. Roseth Rodriguez</b>	Supervisor of Social Studies & World Languages
<b>Mr. Francisco Santiago</b>	Supervisor of Special Education <b>7-12</b>
<b>Ms. Leslie Wyers</b>	Supervisor of Special Education K-6
<b>Ms. Patricia Rowe</b>	Supervisor of Educational Technology, Instructional Technology, & Business
<b>Mr. Joseph McColgan</b>	Athletic Director Supervisor of Health & Physical Education
<b>Mr. Gavin Quinn</b>	Supervisor of Science

## A GUIDE TO STUDENTS' RIGHTS AND RESPONSIBILITIES

The Moorestown High School administrators, faculty and staff take very seriously the work of guiding our youth into adulthood. In doing so, the *Guide to Students' Rights and Responsibilities* and the other sections of the student handbook are provided to give students a starting point for understanding the relationship that exists between one's rights and one's responsibilities. We encourage open dialogue as a part of the educational and growth process.

Students have a fundamental right to a free and appropriate public education. They are required by law to regularly attend an approved educational institution until the age of 16. Students may not be asked to leave school merely because they have reached 16 years of age if they are, in fact, fulfilling their responsibilities as students. Those responsibilities also require students to follow and attempt to complete the course of study prescribed by the Board of Education.

As a member of the MHS school community, students have a personal and civic responsibility to abide by the policies and procedures of the Board of Education and the school so that each student's right to an education is provided in a safe and orderly environment, which establishes a climate for learning within the school.

Students may seek additional advice concerning their rights and responsibilities from the Student Association, teachers, counselors, supervisors, assistant principals, the principal, central office administration, and the Board of Education. These are all sources of information related to the policies and procedures set forth in this handbook. Students are encouraged to discuss situations involving possible violations of their rights and responsibilities with their parents and/or counselors.

It is our goal to provide our students with opportunities to experience, learn and grow during their four years at MHS. As a microcosm that mirrors the larger society, we believe that the culmination of a public education are capable, effective and responsible citizens who perpetuate a free and democratic society.

### EMERGENCY AND SAFETY RELATED INFORMATION

In the event that any or all of the Moorestown Township Public Schools will be closed for an emergency or weather related issue, students and staff will receive an automated phone message as early as possible after a closing has been determined. The most up-to-date details regarding the closing can also be found on the school district website:

**[www.mtps.com](http://www.mtps.com)**

The Moorestown Township Public Schools participate in the School Closing Announcement System, as offered by the City of Philadelphia through its Emergency Communication Headquarters. Many of the news sources that display or announce our closings will use the school name or our identified school number. Our district number is 653.

#### **Emergency Drills** (Board of Education File Code 7430)

In accordance with the requirements of New Jersey school law, fire drills, lock-down drills, and emergency evacuation drills are held twice a month throughout the school year. These drills are a means of preparing staff and students, in the event that an emergent situation occurs.

The following procedures are to be followed during fire alarms:

1. Students will immediately begin evacuating the building under the supervision of their classroom teachers.
2. Each classroom has a sign directing the students how to leave the building. Students should follow the directions on the signs located in the building.
3. In case of a fire alarm during the change of classes, all students will immediately proceed to the nearest exit and evacuate the building. Once the building is clear, instructions will be given to account for students.
4. If an exit is blocked, teachers will re-direct students to the nearest available exit.
5. Groups in the cafeteria and auditorium are to separate, as directed, to efficiently utilize all available exits from those areas.
6. There is to be no talking during the building evacuation.
7. Students may enter the building upon sounding of the "all-clear" signal.

**Any student activating or tampering with fire alarms or safety devices will be immediately suspended from school, and charges may be filed with the local police department.**

Instructions for lock-downs and other emergency evacuations will be discussed with students in their homerooms. Our staff has been, and will continue to be, trained regarding the issues that may be faced in the event of an emergency. In the interest of the safety and welfare of our staff and students, this information is not published in this handbook. Any questions or concerns regarding evacuations and/or lock-downs can be addressed to our school resource officer.

### **Security and School Resource Officer (SRO)**

To ensure the safety of students, staff, and visitors in our building, the School Security Officers (SRO) and building administration are charged with enforcing the policies and procedures set forth in this handbook, as well as all applicable laws.

The School Resource Officer Program is a collaborative effort by certified law enforcement officers, educators, students, parents, and the community to offer law related educational programs in the schools in an effort to reduce crime, drug abuse, violence, and provide a safe school environment.

In addition to our SRO, the high school has two full-time security officers who assist in supervision of the building during school hours and who may be approached at any time to report any issues regarding safety in the school.

### **Electronic Surveillance** (Board of Education File Code 7441)

The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within the school district may be monitored using such devices.

### **Visitors and Student Guests in School**

Any person(s) not enrolled at MHS must report immediately to main entrance security to register and secure a visitor's pass. Anyone in the building without authorization will be considered a trespasser and appropriate measures will be taken. Due to the liability issues involved, Moorestown High School **will not** accept requests for student guests during the course of the academic year. MHS students **may not** visit WAMS except on the first Tuesday of the month after 2:30pm unless arranging an appointment with a WAMS staff member who must confirm the appointment.

### **Students' Use of Buildings and Grounds**

1. Students are not permitted to leave the property or exit the school building at any time during the school day without notice and approval from the main office. In cases of emergency, students **must** contact the main office to gain approval to leave. Other areas off limits to students without permission are the cooking area of the cafeteria, rear of the gymnasium, trainer's room, music rooms, and all parking lots. Student drivers needing to go to their car during the school day must obtain permission at the main office. Students in violation of these rules will be subject to the penalties of Leaving School Grounds.
2. Students are not to be in the corridors during class time without a pass. Students found in the hallway or an unassigned area will be subject to the penalties for General Misconduct and/or Class Cutting.
3. Consumption of food and drink, prior to 12th period, must be confined to the cafeteria during a student's designated lunch period. Students with food or a drink beyond their assigned lunch period will be subject to the penalties for General Misconduct. Any student requiring a medical exemption is required to get clearance from the nurse's office and a grade level administrator.
4. Students are not to ride or tamper with the elevator(s) at any time. If medically documented, a student may receive permission to use the elevator(s) from the nurse and/or the assistant principal's office. **Students who are issued an elevator pass may have one other student with them for assistance.** Students tampering with the elevator(s) or who are unauthorized to use the elevator(s) will be subject to the penalties for General Misconduct.
5. Students with senior status may be granted permission to park on school grounds (in designated areas) upon completion and approval of the school registration and agreement form. These forms may be obtained in the security office before and after school.

## **GENERAL SCHOOL INFORMATION**

### **Tuition** (Board of Education File Code 3350)

A student who moves from the district and who would like to continue as a tuition student at Moorestown High School must confer with the principal concerning arrangements. Regularly enrolled pupils whose parents/guardians have moved out of the school district within 60 calendar days before the current school year ends may complete that school year without payment of tuition. Otherwise, students may remain enrolled for the remainder of the school year upon the payment of tuition prorated and at the prevailing rate.

### **Assembly and Petition**

The right to assemble and to circulate petitions carries with it the equal responsibility to respect the orderly operation of the school. School authorities have a right to restrict the times and places of such activities and may require advance notice, when necessary, to avoid conflicts and to insure proper protection of the school community.

### **Assemblies and Special Events**

Assembly programs are periodically presented to the student body. Lectures on a wide range of subjects, dramatic and musical productions, motion pictures, talent shows, and a variety of special attractions provide recreational, educational and inspirational lessons for students during the course of the year. Pep rallies featuring songs, cheers, and sporting activities sometimes precede athletic events. All students are required to conduct themselves in a proper manner in an assembly. Courtesy to guests and visitors who are invited to our school and respect for individuals is a basic requirement of all students. Misbehavior of any kind will not be tolerated and may result in disciplinary action.

### **Courtyard Areas (Walkways)**

These areas are considered hallway corridors. Students may use the main courtyard, weather permitting, during the passing of classes only. Courtyards are not to be used as meeting places during lunch, or at any other time during the academic day without the supervision of a teacher or administrator.

### **The Pass System**

Passes are required in the hallways at all times during class periods. Students who wish to leave class for any reason are expected to carry the appropriate pass from their assigned teacher or the Hallway Passport section of their Student Handbook which must be signed, dated and time-stamped by their current teacher. Students found without a pass or misusing the pass will be subject to the penalties for General Misconduct and/or Cutting. Students who abuse this rule may have their pass privilege revoked. Additional Student Handbooks may be purchased in the school store for \$5.00.

### **Payments Made to the School**

Payments to the school for activities, field trips, fundraising, etc. that are made by check or money order should be made payable to **Moorestown Township BOE**. In the memo section of the check, be sure to write the name of the student and the activity for which the payment is being made.

### **Student Portraits**

Senior portraits for the yearbook will be taken in the spring of the junior year. Underclass portraits for the yearbook will be taken at the start of the current school year. Specific dates, instructions and cost will be issued from the yearbook office. Students who are new to the district should report to the yearbook advisor to make an appointment with a photographer.

### **Identification Cards (Student ID's)**

In addition to the portraits, the yearbook photographer will provide an identification card to all current students. For safety and security purposes, **IDs must be worn at all times** while in the high school. School identification is required for entrance to all after school functions (i.e., dances, ticket purchases) and may also be used for entrance into standardized testing.

### **It will be necessary to present a student ID for admission/dismissal at the following locations/events:**

Main Office	In-School Suspension	Blood Drive
Media Center	Central/Saturday Detention	Homecoming Dance
Health Office	Late Arrivals	Junior/SeniorProm
Guidance Office	Early Dismissals	Senior Privilege

Failure to present a student ID may prohibit entrance into some areas or activities. Additionally, it may prohibit students from entering or leaving the building. If a student ID is lost, misplaced, or stolen, a replacement can be obtained from the media center for a fee of \$5.00.

### **Transportation/School Buses** (Board of Education File Code 8600)

Transportation of pupils from home to school shall be provided for grades 7-12, 1.5 miles or over. Students who live in locations which necessitate travel to school over hazardous routes and within the above limits may be considered for transportation if parents request transportation, outlining details of the hazardous route; and/or travel is approved by the County Superintendent of Schools. For your child's safety and the safety of others, all school rules, standards of behavior and consequences apply to the Regulations for Students Riding School Buses and at bus stops. Please refer to the regulations listed below.

Late Buses are provided at 2:45 p.m. for eligible students who remain at the school during period 12 for *school business such as work with a teacher, a conference, a school activity or detention*. Students must acquire late bus passes from the teacher with whom they have been working; passes will *not* be available in the main office. Late buses are also provided at 4:30 p.m. for athletes and students participating in other school events. *Eligible students are defined as those who are normally scheduled to ride a bus to and from school.*

### Regulations for Students Riding School Buses

***Riding the school bus is a privilege.*** Should any student be reported to the school administration for any infraction of the regulations, the administration will be responsible for the disciplinary action, that may include loss of the privilege of bus transportation. Parents will be responsible for the transportation of any pupils who have lost school bus transportation privileges.

#### Meeting the Bus at your Home Stop

Students must:

- Be on time, 10 minutes prior to scheduled pick-up.
- Stand on the sidewalk while at a bus stop. Not stand on the traveled portion of the roadway while waiting for the bus.
- Not engage in activities which will endanger themselves or their companions while waiting beside the road.
- Not run alongside a moving bus, but wait until it has stopped and then walk up to the front door.
- Board the bus in an orderly fashion.
- 

#### Leaving the Bus at Anytime

Students must:

- Remain seated until the bus comes to a full stop.
- Leave the bus in an orderly manner, with students in the front seats discharging first.
- Leave the bus stop area when safety permits as soon as discharged from the bus and not loiter around the bus or school.
- Cross a highway, if necessary to do so, at the front of the bus and at a distance of at least ten feet from the bus, only when driver has signaled that it is safe to do so.
- 

#### Boarding the Bus at School

Students must:

- Report to the area designated for bus pick-up.
- Wait in that area in an orderly fashion.
- Board the bus in an orderly fashion when signaled.
- Students attending a 12<sup>th</sup> period class must obtain a bus pass from the supervising staff member. **No passes will be given out in the Main Office.**
- Only take the bus that they are scheduled for unless prior permission from the Transportation Office is secured.

#### Conduct on the Bus

Students must recognize that the bus driver is the authority on the bus. Obey the bus driver and be courteous to him/her and fellow students.

Students must NOT :

- Use or have any objects or substances in their possession which could harm themselves or others.
- Make abusive or profane comments or engage in excessively loud talking to people inside or outside the bus.
- Fight, scuffle, or hit other students.
- Litter or throw objects/substances about the bus or from windows.
- Extend arms, legs, or head out of the bus.
- Block the aisle, cause loss of seat space, obstruct the driver's view, or create a safety hazard.

#### **Bicycles, Skateboards and Rollerblades** (Board of Education File Code 5514)

Students who bring bicycles to school assume complete responsibility for them. Therefore, it is important that students bring locks and chains in order to secure bicycles to racks located near the media center entrance to the school.

Students are not permitted to bring any motorized bicycle, skateboard, scooter, roller skates, hoverboard, or any other motorized mode of transportation on school grounds during the school day with the exception of the registered modes of transportation. Non-motorized scooters, roller blades, or skateboards are also not permitted in the school. Students in possession of these items will have them confiscated for safety reasons.

#### **Drop-Offs**

In the event that an article needs to be dropped off for a student during the school day, items can be left with main entrance security for pick up at the end of the day. Forgotten lunches can be dropped off by a parent or guardian with main entrance security. **Sports equipment will not be accepted at the main entrance. Any equipment must be dropped off at the MAC area after 11th period. Food deliveries are not permitted to students nor are fast food drop offs.**

#### **Cafeteria and Lunch Privileges**

The Board of Education understands a student may forget to bring lunch, as applicable, or money to purchase lunch to school on a school day. When this happens, the food service program will provide a student a lunch with an expectation payment will be made the next school day or shortly thereafter. However, there may be circumstances when payment is not made and a student's lunch bill is in arrears. The school district will manage a student's lunch bill that is in arrears in accordance with the provisions of N.J.S.A 18A :33-21 and Policy 8550.

In the event a student's school lunch bill is in arrears in excess of \$10, the student will continue to receive lunch and their account will be charged accordingly.

The Principal or designee shall contact the student's parent to provide notice of the amount in arrears and shall provide the parent a period of ten school days to pay the full amount due. If the student's parent does not make full payment to the Principal or designee by the end of the ten school days, the Principal or designee shall again contact the student's parent to provide a second notice that their child's lunch bill is in arrears. If payment in full is not made within one week from the date of the second notice, the student will be provided an alternate lunch, as applicable, that will contain the essentials in balanced nutritional selections as prescribed by the Bureau of Child Nutrition Programs, New Jersey Department of Agriculture beginning the eighth calendar day from the date of the second notice. This alternate meal will be provided until the bill is in arrears in excess of \$50, at which time the student will not be served school lunch, as applicable. Parents shall be responsible for payment of alternate meals.

Free and Reduced Applications must be renewed each year by September 30. If anyone fails to file paperwork on time, the student loses his/her FREE or REDUCED status. This status will be reviewed once all paperwork has been submitted, otherwise all regulations and procedures related to purchasing lunches will apply. Unresponsive parents to school requests for payment may be reported to the Department of Children and Families, Division of Child Protection and Permanency.

Students have the responsibility of maintaining the cleanliness of this common area. This includes placing all trash in trash containers and returning any school cafeteria materials to their proper locations. A clean and comfortable area must be left for the next group.

Any misbehavior in the cafeteria will result in disciplinary action in accordance with the school policies and procedures and may result in Saturday detention, in/out-of-school suspension, loss of privileges, appropriately related community service, and/or referral to local authorities.

#### Summary of Cafeteria Rules

1. Arrive on time to the cafeteria. Students who do not report to the cafeteria during their assigned lunch period will receive disciplinary action for cutting.
2. Students may sit at any table as long it does not cause a disruption to others. The supervising teachers and administration reserve the right to assign all seating.
3. Familiarize yourself with the fire exits and procedure in case of an emergency.
4. No cutting in line or saving places. Please wait your turn.
5. No coats, books, bags, etc. in the food line for any reason.
6. No eating or drinking food while in line. Students must pay before they eat. Eating food while in line and taking items to your table without paying first, is stealing and will be treated as such.
7. Normal rules of etiquette, proper and acceptable behavior apply at all times.
- 8. TAKING FOOD FROM THE CAFETERIA IS PROHIBITED.**
9. Students are to report to their lockers prior to reporting to the cafeteria. Students may use the lavatory during lunch but otherwise must remain in the cafeteria. Backpacks must remain in the Cafeteria when students use the lavatory. Students may not leave the cafeteria prior to dismissal without a pass.
10. Please be certain your table is clean before you leave. Each student is responsible to clean up his/her own mess. If your table was dirty when you arrived, report it to one of the supervising staff. The supervising staff and administration reserve the right to hold the entire table of students accountable. Students can be withheld from eating lunch in the cafeteria if not adhering to cafeteria rules and procedures.
11. During dismissal, students are to remain seated until they are directed to leave by the supervising staff, but must leave the area immediately when directed to do so.
12. Throwing objects and/or instigating or participating in any food fight is prohibited and will be disciplined immediately.

#### **Lockers** (Board of Education File Code 5770)

A hall locker, equipped with a built-in or separate combination lock, is assigned to each student. Valuables, including a sizable amount of money, should never be left in hall lockers or physical education area lockers. If necessary, valuables may be left for the day in the main office or with the physical education instructor for the class period. In the gym locker room, a box locker will be available for student use. This is where personal items can be stored when the student is in class.

*Note on Broken or Jammed Lockers:* Students with a broken or jammed locker should report first to the classroom in which they are going to avoid lateness. At that time, the student should express to the teacher the locker situation. The teacher may provide a pass to the student to remedy the locker situation.

Students are responsible to clean out their locker by the end of the last day of school. Students will be held financially responsible for any damages or defacing of their locker OR for failing to clean out the assigned locker. Any vandalism done to a students' locker should be reported to the main office or security as soon as reasonably possible.

**Important Note: All school lockers are the property of the Board of Education and pursuant to File Code 5770, may, under some circumstances, be searched without student permission.** Under the Constitution, all citizens are protected from unreasonable searches and seizures. However, this does not mean that students are legally protected from search or seizure of any materials in their lockers, which are school property. The school retains duplicate combinations and master keys in order to facilitate entry into student lockers. Under certain circumstances defined by the State, a warrantless search may be conducted. Additionally, the school reserves the right to remove any personal locks if warranted.

#### **Textbooks** (Board of Education File Code 5513)

Textbooks are on loan to all students for all subjects. If a book is damaged by a student, a fine will be charged in proportion to the extent of the damage and the replacement cost of the book. If a book is lost, the student will be charged current full replacement value (including shipping costs). No marks are to be made in the books.

#### **Obligations**

At the end of each semester, student obligations to the school are entered into Genesis. These include financial obligations, textbooks, library materials, and athletic equipment which has not been returned following the season. Teachers, coaches, administration, and staff contribute to these lists. It is the responsibility of the student to clear his/her obligations with the initiator of the obligation or with the assistant principal's office. Failure to fulfill an obligation may result in the holding of a student's report card, denial of participation in co-curricular activities (including the graduation ceremony), and/or holding of the student's diploma until the debt is paid. **Additionally, Genesis accounts will be closed until all obligations are fulfilled.**

#### **Lost and Found**

Students who find articles are requested to take them to the security office. Students who have lost articles should inquire at the security office.

#### **Concession Stand**

The concession stand is a convenience for all students. Items available for sale include refreshments, snacks, and light meals. The stand is open before school until 7:30 am and after school during 12<sup>th</sup> period and is located in the Isenberg Gymnasium lobby.

#### **School Store**

The school store offers Moorestown gear for students, staff, and parents. Get your gym uniforms, last minute gifts, clothing, accessories, and school supplies in A105, across from the main office. It is open before school from 7:20-7:40 a.m. and after school during 12<sup>th</sup> period. An online store is also available for customized orders. The address is [sideline.bsnsports.com](http://sideline.bsnsports.com).

#### **Computers and Technology** (Board of Education File Code 2360)

Moorestown Township Public Schools has established the Moorestown Township Public School District Networks (MooreNet), so that users have a gateway to the Internet, software and information from a variety of sources and institutions. The MooreNet policy is intended to make all users aware of the guidelines and code of conduct expected by the district.

At the beginning of every school year, student users and their parents or legal guardians will be required to sign the Acceptable Use Agreement in order to be issued a school account for access to this technology. Signing means that student users and their parents are aware of the rules, proper procedures for using MooreNet, and the consequences that would result if these rules are broken. Appropriate use will insure continued access. Technology equipment, like lockers, are the property of the Board of Education. The files are to be used for academic purposes under the guidance of a staff member and under some circumstances, may be searched without student permission.

All students will be issued a laptop for school use. Specific details regarding this program will be distributed to and discussed with students at the beginning of the school year. All information will also be posted online. Any questions regarding the district initiative may be directed to Carole Butler, Director of Curriculum and Instruction or Jeffrey Arey, Director of Technology.

**Health and Medical Services** (Board of Education File Code 5308,5310, 5320)

A registered nurse is on duty throughout the school day. The school physician visits the school to examine students and consult with the nurse. By state law, all participants in athletics are examined by their family physician before they may practice or participate in interscholastic sports. The school physician will examine new students with no family doctor as referred by the school nurse.

The school nurse keeps complete health records for each student, including health appraisals, vision/hearing tests, and telephone numbers (home numbers, emergency numbers, and parents' business numbers). New Jersey law provides that students new to MHS may be tested for tuberculosis. Every student who reacts positively to the test is x-rayed, but the tuberculosis test is not administered a second time to a positive reactor. Both examination and x-ray are provided without cost to the individual student.

The School Nurse will conduct a visual screening of students in grades 9 and 11 each year for scoliosis (curvature of the spine).

Students too ill to remain in school are sent home or taken home, only with permission of a parent and after the nurse has determined that an adult is at home to receive them. Students who drive a car to school may not drive the car or have another student drive it if the nurse determines that the student is too ill to drive. A parent must make arrangements to take the student home or to get medical attention.

First aid is given in emergencies by the school nurse. If the situation requires more than first aid, the assistance of a physician is secured. All medicine to be taken at school must be left with the school nurse (room A110) with the directions for its use. All medicine must be brought in by a parent or guardian. **Pursuant to Board of Education File Code 5330, the school nurse may not administer medication, prescription or non-prescription, without the written direction of the attending physician that provides:**

- The name and purpose of the medication;
- The dosage;
- The time or special circumstances under which medication shall be administered;
- The length of time for which medication is prescribed; and
- The possible side effects of medication.

**Student Accident Insurance**

The school district has purchased an accident medical expense and athletic insurance plan for all students for the current school year. This plan protects each student up to the limits of the policy while: at school during hours when school is in regular session; traveling directly to and from the student's residence and school; at school sponsored activities including all interscholastic sports, and when participating in or attending an activity exclusively organized, sponsored and supervised by the school.

The benefit period is 104 weeks from the date of the accident. This coverage has been purchased on a **full excess** basis. This means that in the event of an injury to your child, you must first claim benefits under any other medical insurance you have. If there is a balance due after payment has been made by your carrier, you must then submit all receipts of payment from your insurance along with itemized bills.

Insurance for 24-hour "Around-the-Clock" coverage is available for students on a voluntary basis. If you are interested in purchasing this extra coverage, you or your child may pick up an application at the school office or district administration office.

**Distribution of Literature** (Board of Education File Code 5721,9712)

The preparation, publication, and distribution of newspapers, magazines, and other literature is an exercise of freedom of the press. The freedom to express one's opinion goes hand-in-hand with the responsibility for the published statement. Literature which students wish to distribute on school property is not only their responsibility, but that of the school authorities. State policy calls for reasonable guidelines setting forth the times and places for distribution of materials in school and for defining fair standards for their content, to be jointly determined by representatives of all groups in the school community, with ultimate responsibility for determining the suitability resting with the local Board of Education.

**GUIDELINES FOR STUDENT CONDUCT AND CONSEQUENCES**

(Board of Education File Codes 5600)

There are many policies and regulations which govern the operation of the high school. These have been established by the Board of Education and/or the high school administration and faculty. In order to provide students and parents with information on important school and district policies, at the beginning of each school year physical education/health classes will be visited by the building administrative team for review of key student responsibilities. Important Board of Education policies and school regulations are summarized in this reading. Parents and students are to read and discuss each segment



of the Student/Parent Handbook to gain a complete understanding of what is expected of them and what they can expect of Moorestown High School. It is the ultimate responsibility of the student to comprehend and adhere to the school and district guidelines as prescribed. In doing so, each individual student will assist in the cultivation of a productive, exciting and successful public education for all.

It is also important to note that the rules and guidelines, as set forth here, are to assist students with the establishment of the boundaries between acceptable and unacceptable behavior. It is to be clearly understood that disciplinary action is the direct result of a student's misconduct. Disciplinary consequences, as strong as they may or may not seem, will only affect a small percentage of the school population. To that population, these consequences are to serve as the impetus for a positive change in behavior. Discipline is not only to deter, but to assist in motivation and personal improvement. In addition to the disciplinary consequences students may face, they too may receive peer mediation, counseling services, school mentoring, assistance from the Child Study Team, a referral to an outside agency and/or other school and district interventions. **Please note that disciplinary consequences will increase in severity after the Memorial Day holiday.**

Moorestown High School students are expected to fulfill and maintain four basic standards of behavior while enrolled in Moorestown Township Public Schools. These include but are not limited to the following:

- Attend school and classes regularly.
- Make a responsible effort to master the information presented and complete learning assignments.
- Demonstrate respect for self and others.
- Exhibit care and respect for school property and the property of others.

It is expected that students will always conduct themselves in a manner which reflects positively on themselves and the school. If at any time the student's behavior is determined by the administration to be inappropriate, the student may become ineligible to hold office, receive awards, attend events or participate in non-compulsory activities. When conduct is deemed to have created an impact on instruction and/or the safety and well-being of one's self or others, the following guidelines for the successive administrative levels of discipline will be used.

***\*The administration has the authority to administer a higher level of discipline or may take other appropriate action when deemed necessary. For example, violations during the final weeks of school, violations during Spirit Week, repetitive violations or violation of multiple standards may result in higher levels of consequence. Consequences for infractions not listed in the guidelines will be determined by the administration.***

**Level A Offense** - 1 – 2 Central Detention(s)

**Level B Offense** - 3 or more Central Detentions

**Level C Offense** - 1 or more Saturday Detentions or In-School Suspensions

**Level D Offense** - 1-10 days Out-of-School Suspension

**Example Minimum Standards of Disciplinary Consequence**

<b>Infraction</b>	<b>Level A</b>	<b>Level B</b>	<b>Level C</b>	<b>Level D</b>
Academic Dishonesty			1st Offense	2nd+ Offense
Cell Phone/Headphone/ Earbud Violation		1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> + Offense
Cut Central Detention		1 <sup>st</sup> Offense	2nd Offense	3rd+ Offense
Cut Class		1st Offense	2nd Offense	3rd+ Offense
Cut Saturday Detention			1st Offense	2nd+ Offense
Cut Teacher Detention	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3rd Offense	4th+ Offense
Driving Carelessly			1st Offense	2nd+ Offense
Drug & Alcohol Violation				1st+ Offense
Electronic Device	1 <sup>st</sup> Offense	2nd Offense	3rd Offense	4th+ Offense
Extreme Misconduct			1st Offense	2nd+ Offense
Fighting				1st+ Offense
Fireworks				1st+ Offense
Gambling		1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3rd+ Offense
General Misconduct	1 <sup>st</sup> Offense	2nd Offense	3rd Offense	4th+ Offense
Inappropriate toys	1st Offense	2nd Offense	3rd Offense	4th+ Offense
Junior Parking Violation			1st Offense	2nd+ Offense
Late to Class	4th Offense	5th Offense	6th Offense	7th+ Offense
Leaving School Building			1st Offense	2nd+ Offense
Misuse of Technology			1st Offense	2nd+ Offense
Smoking			1st Offense	2nd+ Offense
Student Attire	2nd Offense	3rd Offense	4th Offense	5th+ Offense
Tardy to School	1 Social Probation Point per offenses 4-9		10th Offense	Admin Review
Theft/Vandalism				1st+ Offense
Threat to Another Student			1st Offense	2nd+ Offense
Threat to School Employee				1st+ Offense
Truancy			1st Offense	2nd+ Offense
Unauthorized Electronic Recording				1st+ Offense
Not wearing student ID	1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> + offense	
Weapons Violation				1st+ Offense

In order to ensure a safe and orderly environment whereby the health, safety, and welfare of all students and staff is concerned, it may also be required that students are medically evaluated before being allowed to return to school.

***If at any time, a student and/or parent disagree with the discipline assigned to a student, the student and/or parent have the right to begin the Student/Parent Grievance Procedure as outlined in the Guidelines for Student Conduct and Consequences.***

### **Social Probation**

As disciplinary consequences and student assistance programs are used to teach, deter, improve, instill and motivate behaviors, so too are school sponsored social and formal events. In addition to the disciplinary consequences an offending student will face at the time of the initial incident, the student who repeatedly violates school rules and/or district policies may be excluded from these events. Students who undergo administrative disciplinary action, will be issued "social points" relative to the disciplinary consequences administered.

The Social Probation point scale for Disciplinary Consequences is as follows:

Central Detention	=	1 point per assigned date
Saturday Detention	=	3 points per assigned date
In/Out-of-School Suspension	=	5 points per assigned date
Tardies 4-9	=	1 point per assigned date
10 or more tardies	=	3 to 5 points per assigned date

For example, If a student is found in the parking lot without permission, he/she is assigned a Saturday Detention. A Saturday Detention is 3 points toward Social Probation. The same student cuts History class three weeks later. He/she receives 3 detentions. Three detentions equal 3 social points. One month later, the student is suspended out of school one day for disrespect to a teacher. One day out is 5 points. This student has accumulated 11 social points toward probation. If there are no further violations, this person will have no need to be concerned with reaching Social Probation. If misconduct continues and this student exceeds the Social Probation points for the year, he/she may be excluded from school sponsored events for the remainder of the year.

Social Probation will be administered as follows:

- At the end of each marking period, parents/guardians of students who have accumulated 5 or more social probation points for the year will receive a warning letter from the grade level Assistant Principal. The purpose of the administrative warning letter is to advise the student a change in behavior is absolutely necessary. At this time, **assistance from both the student and parent is crucial** for improvement in behavior. Upon receipt of the warning letter, the parent/guardian and student may request an administrative conference in order to create a plan of action for improved behavior.
- **Upon the accumulation of 35 Social Probation Points at any time during an academic year, a student shall immediately and for the duration of that year be excluded from participation in all after-hours, school-sponsored events including, but not limited to: athletics, clubs, extra-curricular groups, school dances, field trips, pep assemblies or class trips during or after school hours, participation in commencement ceremonies, and attendance at athletic events.** Once the total for social probation points meets or exceeds 35 points, a student-parent conference will be held with the Assistant Principal to discuss student behavior and inform the student and parent that the student will be excluded from such events. Any further misconduct may result in a conference with the Principal. The Principal may also make recommendations to the Superintendent concerning alternative school placement and/or expulsion in accordance with Board of Education Code 5620.
- **Students with improved behavior for an extended period of time may appeal to the high school administration for a reinstatement of extra-curricular opportunities.** An appeal may not occur more than one time per semester and will not be considered within one marking period's time (45 school days) from the last date of an infraction. To appeal, a student must submit a letter to the appropriate assistant principal stating the reason for the accumulation of points, what steps have been taken to correct this behavior, lessons learned since the date of last infraction, and what is being done by the student to ensure that further discipline issues will be prevented. Upon successful appeal of social probation points, a student will be reinstated for participation provided there are no further discipline issues.

Social Points assigned to Freshmen, Sophomores and Juniors during the fourth marking period shall carry forward to the next academic year. However, students who do not exceed the accumulation of 5 points in the first marking period of the next academic year will have points accrued from the prior fourth marking period eradicated. This probation shall not preclude membership or participation in extracurricular organizations or on athletic teams.

### **Central Detention**

Students may receive a Central Detention as a disciplinary consequence for violating a school rule or district policy. Detentions are held from 2:05 to 2:38 Monday through Friday after school in Room A-113 unless otherwise announced. Students assigned a detention are to report to the detention room with their own schoolwork. This is a supervised period of the school day and all classroom rules apply. Misconduct in detention will result in rescheduling detention or a Saturday Detention. Failure to serve central detentions will result in a Saturday detention and addition of social probation points.

### **Saturday Detention**

Students may receive a Saturday detention as a disciplinary consequence for violating a school rule or district policy. Saturday detentions are held from 8:00 am to 12:00 p.m. every Saturday (except when school is closed the Friday before). If the infraction occurs on or before Thursday, the student is assigned the immediate Saturday in the school calendar. Infractions which occur after Thursday will be assigned the following Saturday. For both scenarios, the final determination will be at the discretion of the administration. Students assigned a Saturday detention are to report to school with at least 4 hours of their own productive work. Any student who does not bring 4 hours of work (i.e. homework, books or other reading materials) will be asked to leave the Saturday session. That student will be reassigned a Saturday detention for the following week and assigned additional social probation points.

Any student who fails to serve or is reassigned for arriving with insufficient work will be suspended in-school the following week. This is a supervised extension of the school week and all classroom rules apply. Misconduct in a Saturday detention will automatically result in an in-school suspension. ***A student may receive only 4 Saturday detentions per semester. Any further detentions will result in higher levels of discipline.***

### **In-School Suspension**

Students may receive an in-school suspension as a disciplinary consequence for violating a school rule or district policy. In-school suspensions are the result of chronic violations of the student code of conduct and/or failure to serve Saturday detentions. In all cases the parent/guardian will be notified as soon as possible. ***Students who are suspended in-school are also suspended from all school activities until reinstatement the next school day*** (example: a student who is suspended for Wednesday may not attend any school activity on that Wednesday). The exception to this is a student who is scheduled for reinstatement on a Monday. Students who fall into this category may attend weekend events on Saturday or Sunday unless the discipline excludes such participation.

### **Suspension and Expulsion (Board of Education File Codes 5610 & 5620)**

Out-of-school suspension and expulsion of pupils serve as acts of a last resort to be taken when other means of correction have failed. Suspension, which is a function of the school administrator, and expulsion, which is a function of the Board of Education, are serious disciplinary sanctions which may be imposed against students when they have "materially and substantially interfered with" the maintenance of good order in the school. All actions taken by the administration shall provide procedural due process for the pupil.

Suspension is a temporary removal from school and expulsion is a permanent removal from the school rolls. Pupils who indulge in disruptive behavior may be suspended or expelled. Disruptive behavior includes, but is not limited to: continued and willful disobedience; the habitual use of profanity or obscene language; open defiance; injuring of individuals or school property; poor attendance and lateness; smoking; leaving school property without permission; and other antisocial behavior as determined by the administration. Students must also be aware that they can be suspended or expelled for something they have done off, as well as on, school property if school authorities can prove that such action is reasonably necessary for the physical or emotional safety of other members of the school community.

### **Corporal Punishment**

Students are protected from corporal punishment by school employees; force may only be used when such force is considered "reasonable and necessary:"

- To quell a disturbance;
- To obtain possession of weapons and other dangerous objects;
- For the purpose of self-defense;
- For the protection of persons or property.

### **Police in the Schools**

In our society, police have the responsibility to protect all citizens by enforcing the laws of the community. For example, police can enter schools if they are invited on the premises by school officials; if they suspect a crime has been committed; or if they have a warrant for arrest or search. It is the duty of the police, school authorities, teachers, and students to cooperate with each other in order to ensure that the rights of each individual are respected. If a student is to be questioned by the police, it is the responsibility of the school administration to see that any interrogation takes place privately in the

office of a school official and in the presence of the principal or his/her representative. In addition, every effort will be made to give a parent the opportunity to be present. Students need not answer any questions which require them to provide any more than their name, age, address, and their business at the school until their parents and/or lawyer are present. They have the same rights in relation to the police in school as they have outside of school. They have a right to be informed of their legal rights; to be protected (by school officials, if necessary) from coercion and illegal constraint; and to remain silent.

## DEFINITIONS OF INFRACTIONS

### Academic Dishonesty/Cheating

Learning requires that students assume full and personal responsibility for their work. Plagiarism, to steal or to pass off the ideas of another, without crediting the source, is considered a form of cheating. Plagiarism will not be tolerated in any school work. **Students found to have plagiarized on any school exams, term papers, research assignments or class projects will face loss of credit for the assignment, out-of-school suspensions and/or loss of credit for the course. Forgery is also considered academic dishonesty and will be handled accordingly.**

Students are expected to exhibit ethical behavior both in academic work and actions during their tenure at the high school. Unless otherwise directed, all assessments/assignments must be **independently** completed. This includes homework.

Any student identified as having or using unauthorized aid, falsifying and/or copying others work will receive a minimum consequence of level C. Any student possessing or in receipt of, involved in the sale/distribution of; term papers, exam papers, research material and/or test questions/answers will receive a minimum 2 days in-school suspension and loss of credit for the assignment.

Repeated violations of this student code of ethics will carry with it an increase in the level of student consequence. These may range from detention to out of school suspension and loss of privileges. A record of the student's inappropriate behavior will be maintained by the respective assistant principal/guidance counselor until graduation.

Cheating on any standardized tests, for example NJSLA, SAT or AP Exams, will result in a report to the appropriate testing service. Consequences may include reconsideration of recommendations included in the student's college or vocational application and may result in additional disciplinary action.

### Late to School (Board of Education File Codes 5230, 5240)

Students are expected to be in school on time. Lateness to school will be unexcused unless the student presents an acceptable written excuse upon arrival. This includes documentation from medical or dental professionals, court officials, driver's licensing centers, etc. **Parental notes for such things as oversleeping, car trouble, and unexcused personal reasons will not be acceptable reasons for being tardy to school.**

Late arriving students will report to homeroom and be marked tardy by their homeroom teacher. Students arriving after homeroom has ended (7:40am) must sign in at the Reception Desk immediately upon entering the building. **Students cannot sign-in at the Reception Desk prior to 7:40am.** Students will be issued a pass and should proceed to their locker and to class in a timely manner. Students will be allowed 3 unexcused tardies to school per marking period. Following that students will receive one social probation point for each subsequent tardy. Once they reach ten tardies for the marking period a Saturday detention will be given. MHS takes into consideration delays due to inclement weather. Failure to sign in will result in discipline as a level B offense.

Student late arrivals will be monitored per marking period as follows:

1st – 3rd Offense    Warning(s)

**4th – 9th Offense One Social Probation Point per occurrence**

10th Offense        Saturday Detention plus social probation points

11th Offense        In-School Suspension/Loss of Parking Privileges\*  
plus social probation points

*\*Please note: Each lateness to school after the third occurrence will add at least one social probation point to a student's profile.*

### Late to Class (Board of Education File Codes 5240)

Students are considered late to class any time they arrive after the bell. Lateness to class during the school day will be excused only upon presentation of an official pass from a staff member. Students who do not have a pass from a teacher must quietly enter the class and be seated. Any disruption to classroom instruction may result in additional disciplinary action. The teacher will address the first 3 incidents of lateness to class through means such as speaking with the student, communicating with the student's parent/guardian, and/or assigning a teacher detention. Continued lateness should then be referred to the appropriate grade level administrator.

*Please note: Students who are tardy to school shall be considered tardy to class without consequence provided they report to class in a timely manner with an office issued pass.*

#### **Removal from Class**

If a student is sent from class for disciplinary reasons, the student is to report at once to the Main Office and remain there until given further directions. *Failure to report immediately to the Main Office will result in a level C offense.*

#### **Identification Cards (Student ID's)**

The yearbook photographer will provide an identification card to all current students. For safety and security purposes, **ID's must be worn at all times** while in the high school. School identification is required for entrance to all after school functions (i.e., dances, ticket purchases) and may also be used for admission/dismissal from various offices and events. Violations related to student ID's and safety are considered progressive and will not reset each marking period.

#### **Class Cutting** (see Attendance Policy and Board of Education File Codes 5200)

Once in the building students **MUST** sign in and report to their assigned classes (including their lunch period) or area as scheduled at all times. Failure to do so will result in a class cut and the related consequences. At no time are students allowed to be in the library, lavatory, cafeteria, corridor or locker room, without the permission of their assigned teacher. Cutting class will be disciplined as a level B. A student may also be denied credit for any missed assignment resulting from an unauthorized class absence, this includes receiving a "0" on a missed test or quiz.

Continued cuts in any class will result in increased levels of discipline and may also include an administrative withdrawal from class. *Note: multiple cuts on a given day will be disciplined as a level C offense.*

#### **Leaving the School Building** (Board of Education File Codes 5200)

Students are to remain in the building at all times. At no time are students permitted to leave the building or be in the student parking lot during the school day. Should a student have the need to leave the building, the student must seek permission from the 12<sup>th</sup> grade assistant principal's office. The expectation is that students will be properly prepared for all classes. Requests to obtain books, projects, assignments, lunches, etc. from a vehicle will be at the discretion of the administration. Upon return to the building, the student must check in at the main office prior to returning to class. Failure to comply will result in discipline as a level C offense.

***Please note: Any student found in the parking lot or outside the building without permission may be subject to a warrantless search including their vehicle and/or the vehicles involved.***

#### **Truancy** (see also Attendance Policy and Board of Education File Code 5200)

Truancy is an unauthorized absence from school. All students will be considered truant unless the school is notified according to school procedures by a parent or guardian. It is the responsibility of the student to inform the attendance office in writing with a valid and acceptable reason for missing school each time they are absent. Written documentation must be submitted to the attendance office within two days of the student's return. Work missed as a result of Truancy will receive a "0" with no opportunity for make-up. Truancy will be disciplined as a level C offense, with notification to the truant officer beginning on the second offense.

#### **Cutting Teacher Detention**

Students who fail to attend assigned teacher detentions will be disciplined as a level A offense. Continued disregard for serving detentions will result in Saturday Detentions and/or in-school suspensions and parent conference.

#### **Cutting Central Detention**

Students who fail to attend assigned central detentions will be disciplined as a level B offense with parent notification following the second offense. Continued disregard for serving detentions will result in Saturday Detentions and/or in-school suspensions and parent conference.

#### **Cutting Saturday Detention**

Students who are assigned a Saturday Detention and who do not attend will receive an In School Suspension with parental notification. If the student is unable to attend Saturday Detention, a student's parent/guardian must call or email a request to the assistant principal with the specific reason for the need to reschedule. Saturday Detentions will not be assigned more than a week beyond the original assigned date.

**General Misconduct** (Board of Education File Codes 5131, and 5144)

Any student who disobeys the rules and regulations of a staff member or the school, other than those covered elsewhere in Guidelines of Student Behavior and Disciplinary Consequences, will be disciplined as a level A offense. Examples of general misconduct include, but are not limited to the following: disrespect, defiance, and insubordinate behavior.

**Extreme Misconduct/Indecent Behavior** (Board of Education File Codes 5131, and 5144)

Examples of extreme misconduct/indecent behavior include, but are not limited to the following: use of abusive or vulgar language, and use of abusive or vulgar behavior. Depending upon the circumstances, this punishment may include out of school suspension and complaints filed with local authorities. Extreme Misconduct/Indecent Behavior will be disciplined as at least a level C offense.

**Student Attire** (Board of Education File Codes 5511)

**THIS POLICY IS SUBJECT TO CHANGE PENDING BOARD APPROVAL**

The school possesses the authority to regulate pupil dress and personal appearance if they become so extreme as to interrupt the school's decorum and favorable learning atmosphere. Students whose attire is deemed inappropriate (i.e., is in violation of the school's educational philosophy; is contrary to the school's curriculum or is incongruous with state or local law; is intolerant, insensitive, or offensive) will be asked to change, remove, cover or conceal the article of clothing. Only items sold as apparel or jewelry appropriate for school may be worn. Materials designed for a purpose other than clothing, or deemed disruptive or potentially dangerous by the school staff, to the student or others, may not be worn. Students dressing in a manner that is not safe or that is a distraction to the education of others will be asked to correct the inappropriateness of the dress. **In certain circumstances, the student may be asked to return home to change attire or the parent will be asked to deliver clothing for the student.** Multiple offenses will result in disciplinary action based on a level A offense and parent notification. Please Note: *Any time missed from class for inappropriate dress is not excused.*

Students are to use the following as a guideline in preparing for school:

1. All school attire should be neat and clean.
2. Apparel shall not be sheer, brief, low-cut or revealing above or below the waist as to be embarrassing or indecent to those wearing it or to those seeing it. Clothing shall not be distracting or provocative.
  - No exposed midriffs (all tops must overlap pants or skirts).
  - No see-through knit shirts or sheer tops, no halter, backless or tube-tops.
  - No Undergarment should be seen through or above clothes.
  - No short shorts or running shorts. All shorts must be at least fingertip length.
  - Mini-skirts must be at least to fingertip length.
3. The wearing of undergarments as outerwear or oversized attire exposing undergarments are prohibited. At no time should undergarments be seen.
4. All shirts and/or dresses must have a sleeve or be covered by an additional garment with a sleeve. Tank tops, oversized sleeveless shirts, basketball jerseys or similar are prohibited.
5. Personal grooming is to be done at home or an appropriate area (the lavatory or gym locker-room). Due to others' allergies and sensitivity to smells, students are not to brush their hair, use makeup or lotion in class.
6. Graphics, symbols, figures and sayings that are suggestively obscene or offensive are prohibited on all garments and other apparel. For example, garments with references to drugs and or alcohol are prohibited.
7. Footwear must be worn in all parts of the school building for safety reasons. Excessively high-heeled shoes are not permitted. The wearing of open-toe shoes or beach footwear in Industrial Technology, Science, Cooking and Art classes will be at the discretion of the teacher.
8. Pajamas and bedroom slippers are prohibited in school and at all school related functions, i.e., midterm and final exams, Saturday Detention.
9. Hats and Headgear: Hats, scarves, towels, bandannas, goggles or headgear of any kind may not be worn at any time in the building. Students may not be in possession of these articles during the school day. These items are to be kept in an individual's locker. Offenders must surrender inappropriate garments upon request to be returned at the conclusion of the next day. Repeat offenders will be subject to further disciplinary action. Hats and headgear that are considered part of a religious observation are permitted.
10. Students may wear or display buttons, armbands, flags, decals, or other badges of symbolic expression unless the manner of expression "materially and substantially interferes with "the orderly process of the school or the rights of others.
11. Outer garments/coats must be removed after entering the building.
12. Students will be required to wear the established PE uniform which will include the prescribed T-shirt, shorts and sneakers/rubber soled athletic shoes. PE uniforms can be purchased at the school store.
13. Any student attending a school function will not be permitted to attend unless properly attired as determined by the supervising teacher and/or administrator. Proper attire will be considered as the school dress code unless otherwise designated.

**Misconduct While on a School Bus** (Board of Education File Codes 5500)

All school and district rules and regulations apply at bus stops, while walking to and from the stops, and while riding the buses. Misconduct during any of these times is subject to disciplinary action as a level A offense. Disregard for safety to oneself or others is subject to disciplinary action as a level C offense. Students who do not qualify for transportation, according to district measures, may not ride the bus to or from school. Bus riders may not change buses without permission from the administration. Outside the bus, students will not attempt to block or impede the bus' progress as such incidents cause a safety hazard for the student as well as others. Students who put themselves or others in such danger will face discipline as a level C offense and possible loss of busing privilege.

**Students' Use of Motor Vehicles/Parking** (Board of Education File Code 5514)

Driving and parking on school grounds is a privilege extended to students who have attained senior status and whose attendance records, as well as disciplinary records, display consistent and acceptable behavior. Permission to park on school property will be granted subject to the following regulations:

1. The student must have attained senior status and must be a licensed driver in the State of New Jersey.
2. The vehicle must be registered in the security office. Parental signature is required on the registration form.
3. A parking permit is to be affixed to the inside front passenger windshield.
4. Vehicles may not be utilized in any way during the school day. In the event of an emergency, students must report to the assistant principal's office for assistance.
5. Vehicles should be locked at all times.
6. Students must park in the assigned student parking spaces and not use other parking areas. The media center, administration building, and middle school parking lots are off limits to student parking.
7. Students must follow established marked traffic routes and practice safe driving habits on the school premises or face loss of privileges and/or police action.
8. Students who are granted a parking permit are required to arrive at school as if they were transported by the district. Students who continually fail to arrive on time may have their parking privileges revoked.
9. Under some circumstances, vehicles that are parked on school grounds are subject to searches without student permission.
10. At no time may a parking permit be given by a senior (to whom the permit was issued) to any other student. Failure to comply will result in the surrender of parking privileges for the year.

*Violations of the above regulations and procedures could result in the loss/ revocation of driving and parking privileges.*

**Driving Carelessly or Dangerously on School Property**

The school is entrusted with the safety and well-being of all students while at school. This includes during arrival and dismissal from school or any school related event. Students who are observed driving carelessly or dangerously on school property will be disciplined as a level C offense with loss of parking privileges for a minimum of two weeks and possible complaint filed with the police.

**Parking**

Parking privileges are for **seniors only** and must be in the designated areas of the school lot. An appropriately parked car will be parked in the assigned space, within the designated lines on the lot and will have an appropriate parking permit displayed as described in the permit agreement. Violation of these regulations will result in disciplinary sanctions as a level C offense with loss of parking privilege for a minimum of two weeks. Moorestown Township Public School is not responsible for any loss or damage to vehicles or their contents. All vehicles and their contents are left at the owners own risk. **Students who park unregistered or inappropriately registered vehicles on school property also face the above penalties.** A Junior that parks in the parking lot is subject to above penalties and possible forfeiture of parking privileges his or her senior year.

Any student who visits his/her vehicle or the parking lot (see also leaving school grounds) without first obtaining permission from the assistant principal's office (as previously described) and/or is suspected of any form of misconduct in the parking lot may have his/her vehicle, or the vehicle in question, immediately searched

**Cell Phones/Remote Paging Devices** (Board of Education File Code 2363 and 5516).

Cell phones may be used in the classroom for educational purposes at the discretion of the teacher. They may also be used in the cafeteria during lunches. Cell phones/ear buds are not permitted for use in the hallways during the school day. The only phone messages that should be received by students involve emergency situations via the main office. Students should not be receiving calls or text messages to their cell phones during the course of the school day. Arrangements for rides, appointments, and personal business should be arranged before leaving for school. Telephones are available for student use during their assigned lunch period or upon securing a pass from their teacher. In the case of an emergency,



messages will be delivered to students from the main office. Violations of this policy are subject to confiscation of the device and disciplinary consequences (see page 14 of student handbook). Failure to relinquish cell phones will result in higher levels of discipline. Repeated violations will subsequently result in higher levels of discipline and parent notification. In the case of an emergency, messages will be delivered to students from the main office. **Any unauthorized use of a cell phone or any other device to record another person or any such use that violates school policy may receive up to a three-day out-of-school suspension.**

#### **Inappropriate Toys and Noise Generating Devices**

Any item that may be considered a disruption to the educational environment (i.e. – lasers, water guns/balloons, stink bombs) are not welcome anywhere in the school building. These items cause a serious disruption to the educational process and create a safety hazard. Students who are found in possession of these items will have the item(s) confiscated and will be subject to discipline as a level A offense. Use and/or refusal to surrender any item considered inappropriate when requested by a staff member or administrator will be considered a level C offense. *Please note: Items that are deemed a potential safety hazard or have intent to harm will be dealt with as a threat and/or weapons violation.*

#### **Card Playing and Other Gambling Activities**

Card playing, use of dice and/or any activity that may be identified as gambling is not permitted. Students playing cards or gambling will be subject to confiscation of all items and disciplinary sanctions as a level B offense.

#### **Misuse of Technology Equipment**

(see also MooreNet Agreement and Board of Education File Code 2360, 2361)

Tampering in school programs, misuse of the Internet, sending unwanted e-mail, “hacking” and other inappropriate use of school accounts and equipment is strictly forbidden. As stated in the MooreNet agreement each student is responsible for his/her own account. Any misuse of school accounts, one to one devices, or technology equipment may be charged to the account in which the violation was discovered. Violations of the MooreNet Agreement and/or other school technology will result in parent notification, disabling of the identified account(s) and discipline as a level C offense.

In an extreme case of technology misuse (i.e., hacking, malicious tampering, stealing staff members passwords distribution/acceptance of others work, etc.) the administration reserves the right to act outside the offense guidelines, taking action based on the severity of the offense.

#### **Theft and Vandalism (File Code 7610)**

The Board of Education believes that all school district property should be respected and all persons who use or have access to school district property should respect such property and take pride in the institutions of this community and the schools of this district.

Any person who purposely or knowingly damages school district property or damages school district property recklessly or negligently in the employment of fire, explosives or another dangerous means listed in accordance with N.J.S.A. 2C:17-2 or purposely or recklessly tampers with the tangible property of the school district so as to endanger school district property shall be reported to the appropriate law enforcement agency. Where the damage to district property is more than minimal or has been caused by a pupil or a minor not a pupil of this district, the Board will hold liable for the amount of the damage the parent(s) or legal guardian(s) having legal custody and control of the minor responsible for the damage.

A person convicted of an offense that involves an act of graffiti will be required to reimburse the school district the cost of damages and may be required to perform community service, which may include removing the graffiti from the property, in accordance with the law. In addition, the courts may suspend or postpone driving privileges of any person, at least thirteen and under eighteen years of age, if convicted of an act of graffiti.

A person who purposely defaces or damages district property with any symbol that exposes persons to violence, contempt, or hatred on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability is guilty of a crime and shall be reported to appropriate law enforcement authorities. The Board may also report to the appropriate law enforcement agencies any person whose vandalism of school property is serious or chronic.

Stealing or vandalizing school property or the property of others is considered illegal and will not be tolerated. Students caught stealing or vandalizing any property belonging to another will be disciplined at a level D offense with possible monetary compensation for damage or loss to property, and a possible complaint signed in Municipal Court. This is inclusive of, but not limited to acts of behavior intended to be pranks, jokes, or political messages that may be offensive, destructive, or have the potential to cause harm to others.

**Fireworks, Barbecues, Bonfires and other Safety Hazards**

Items of this nature which have the potential to cause harm to others or the property of others are strictly forbidden anywhere on school property. Any violation of this nature will result in discipline as a level D offense. In cases where others are placed in immediate danger, the police and fire department will be notified immediately.

**Flag Salute and Pledge of Allegiance**

New Jersey law requires students to show respect for the flag of the United States of America. If they are conscientiously opposed to the pledge or salute, they may abstain from these ceremonies, but they are required by law to stand or sit respectfully.

**Hazing, Harassment and Bullying of Another Student** (Board of Education File Code 5512)

Hazing (Board of Education File Codes 5512) is the performance of any act or the coercion of another to perform any act of initiation into any class, team or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Harassment, Intimidation and Bullying (Board of Education File Codes 5512.01 The following is intended as summary information related to the full policy #5512. The full policy can be viewed on the district website.

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

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

1. 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;
2. 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;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
  - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
  - b. Has the effect of insulting or demeaning any student or group of students; or
  - c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

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

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

**Student Expectations**

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Student Conduct.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

The Board expects that students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Student rights; and
4. Sanctions and due process for violations of the Code of Student Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, students, instructional staff, student support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for student conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for student conduct will take into consideration the developmental ages of students, the severity of the offenses and students' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to students and their parents the rules of the district regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Students are encouraged to support other students who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

#### **Consequences and Appropriate Remedial Actions**

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the Code of Student Conduct and N.J.A.C. 6A:16-7.

#### Factors for Determining Consequences – Student Considerations

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

#### Factors for Determining Consequences – School Considerations

1. School culture, climate, and general staff management of the learning environment;
2. Social, emotional, and behavioral supports;
3. Student-staff relationships and staff behavior toward the student;
4. Family, community, and neighborhood situation; and
5. Alignment with Board policy and regulations/procedures.

Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are graded according to the severity of the offenses, consider the developmental age of the student offenders and the students' histories of inappropriate behaviors consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.

#### Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension;
7. Out-of-school suspension (short-term or long-term);
8. Reports to law enforcement or other legal action; or
9. Expulsion.

Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

#### Examples of Remedial Measures

##### A. *Student Exhibiting Bullying Behavior*

1. Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways he or she can solve the problem and change behaviors;
2. Meet with parents to develop a family agreement to ensure the parent and the student understand school rules and expectations;
3. Explain the long-term negative consequences of harassment, intimidation, and bullying on all involved;
4. Ensure understanding of consequences, if harassment, intimidation, and bullying behavior continues;
5. Meet with school counselor, school social worker, or school psychologist to decipher mental health issues (e.g., what is happening and why?);
6. Develop a learning plan that includes consequences and skill building;
7. Consider wrap-around support services or after-school programs or services;
8. Provide social skill training, such as impulse control, anger management, developing empathy, and problem solving;
9. Arrange for an apology, preferably written;
10. Require a reflective essay to ensure the student understands the impact of his or her actions on others;
11. Have the student research and teach a lesson to the class about bullying, empathy, or a similar topic;
12. Arrange for restitution (i.e., compensation, reimbursement, amends, repayment), particularly when personal items were damaged or stolen;
13. Explore age-appropriate restorative (i.e., healing, curative, recuperative) practices;
14. Schedule a follow-up conference with the student.

##### B. *Target/Victim*

1. Meet with a trusted staff member to explore the student's feelings about the incident;
2. Develop a plan to ensure the student's emotional and physical safety at school;

3. Have the student meet with the school counselor or school social worker to ensure he or she does not feel responsible for the bullying behavior;
4. Ask students to log behaviors in the future;
5. Help the student develop skills and strategies for resisting bullying; and
6. Schedule a follow-up conference with the student.

### **Investigations**

The Board requires a thorough and complete investigation to be conducted for each report of violations and complaints which either identify harassment, intimidation, or bullying or describe behaviors that indicate harassment, intimidation, or bullying. The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist in coordination with the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist with the investigation.

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the incident. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and may decide to provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, or take or recommend other appropriate action, as necessary.

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report shall include information on any consequences imposed under the Code of Student Conduct, any services provided, training established, or other action taken or recommended by the Superintendent.

Parents of involved student offenders and targets/victims shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, and whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.

A parent may request a hearing before the Board of Education after receiving the information about the investigation. The hearing shall be held within ten school days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the incident, the findings from the investigation of the incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board of Education meeting following its receipt of the Superintendent's report on the results of the investigations to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.

A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

**“Cyber-Bullying”** (Board of Education File Codes 5512.02) is the use of electronic information and communication devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, posts to social networking sites, and defamatory websites, that:

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

**Sexual Harassment** (Board of Education File Codes 5751) . Sexual harassment includes, but is not limited to unwelcomed sexual advances, requests for sexual favors or other verbal, nonverbal or physical conduct of a sexual nature by an employee, by another pupil, or by a third party, that is sufficiently severe, persistent, or pervasive to limit a pupil's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment. The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties.

#### **Threats, Intimidation, Abusive or Vulgar Language Directed at School Employee**

This shall be defined as an attempt to harm, insult, demean or use profanity on an employee either by gesture, written, verbal, or physical act. Any offense will result in a level D offense of at least a 2 day out-of-school suspension; referral to the Child Study Team and parent notification. Continued threats will result in additional out-of-school suspensions and a principal conference with a recommendation for further action. Repeat offenses will be referred to local authorities.

#### **Fighting, Physical Confrontations, Physical Assaults, Retaliating or Instigating**

Students involved in a fight may be suspended out-of-school immediately. Due to the nature of some incidents one person may be responsible for a fight through his/her actions; therefore, resulting disciplinary consequences may vary according to the conduct of those individuals involved in said incident. Those determined by the administration to have exercised poor judgment at any point during the incident will face disciplinary action as a level D offense. In order to return to school, the student and parent must conference with an assistant principal.

Any further “fighting” related misconduct will result in immediate out-of-school suspension; notification to the Child Study Team for evaluation; and a principal's conference with a recommendation for further action.

#### **Smoking, Chewing Tobacco, Possession of Tobacco or Related Materials** (Board of Education File Codes 5533, 7434) **THIS POLICY IS SUBJECT TO CHANGE PENDING BOARD APPROVAL**

Smoking, vaping, the use of all tobacco, smokeless tobacco, or the possession of tobacco products is prohibited in school and on school property. **Any student suspected of using or possessing any form of tobacco or tobacco related products will be subject to a warrantless search, and possible physical examination and diagnostic such as urine or drug screening.** Students found to be in violation of the no smoking policy, vaping, or in possession of cigarettes, smokeless tobacco, e-cigarettes, matches or a lighter will be subject to some or all of the following consequences: confiscation of cigarettes and/or tobacco related materials; parent notification; referral to counselor; mandatory parent/student conference with student assistance counselor; completion of an approved nicotine education/cessation program (at the expense of the student's family); and discipline as a level C offense. Students who have multiple offenses may also become subject to the contact of local authorities to issue summons citing violation of state law/smoking in a public facility; the invocation of the Drug and Alcohol Policy, and/or a disciplinary hearing with administration to determine additional consequences.

**Possession of a vaping device, pods, etc... elevates to review under the Substance Abuse Policy 5530.**

#### **Alcohol and Drug Policy Violations** (Board of Education File Codes 5530) **THIS POLICY SUBJECT TO CHANGE PENDING BOARD APPROVAL**

*Please Note: This is a Summary of Regulations*

Of primary concern is the safety and well being of pupils, and maintaining a drug and alcohol free environment in the schools. Pupils suspected of being under the influence are required to receive an immediate medical examination from a physician. Medical clearance to return to school may include physical examination and diagnostic tests such as urine or blood screening. For the purpose of this policy, “substance” shall mean: All alcoholic beverages anabolic steroids, all controlled dangerous substances, all metabolites of controlled dangerous substances, all prescription and over the counter medications, as well as any chemical or chemical compounds which release vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction or dulling of the brain or nervous system including, but not limited to, electronic vaping devices.

- A pupil's **first offense** under the policy for a violation other than distribution will be an out-of-school suspension for a minimum of ten (10) school days and the pupil will be ineligible for co-curricular programs/extra-curricular activities for a minimum of forty-five (45) school days, beginning with the initial suspension as a means to insure that the pupil and his/her parent or guardian focus on treating his/her substance problem. At the end of the forty-five (45) day ineligibility period for co-curricular programs/extra-curricular activities, the pupil will be retested for substance abuse, and will not

resume eligibility until he/she produces a negative test result. The production of a positive result in the re-testing of a pupil may lead to further discipline. The tests that are administered after the forty-five (45) day ineligibility period shall not be at the Board's expense.

- A pupil's **second offense** under this policy will subject the pupil to a hearing before the Board with the possibility of expulsion or long-term suspension, along with indefinite ineligibility for co-curricular programs/extra-curricular activities. Pupils distributing substances are viewed as posing an intolerable threat to the school community. Pupils found distributing will subject the pupil to a hearing before the Board with the possibility of expulsion or long-term suspension, along with indefinite ineligibility for co-curricular programs/extra-curricular activities.
- Pupils found in violation of the policy will be referred for chemical dependency screening/assessment. A series of follow-up educational and intervention programs will be developed for pupils who violate the policy.
- Pupils found in violation of the policy who fail to complete chemical dependency screening/assessment and/or treatment may be subject to additional disciplinary consequences.
- Required therapeutic intervention will include a minimum of ten (10) hours of alcohol, tobacco and other drug ("ATOD") education; monthly educational meetings with substance awareness coordinator ("SAC"); follow-up ATOD screening.

Any pupil found to have sold, purchased, transferred, distributed or possessed a substance or substance paraphernalia shall:

- Be suspended for a minimum of ten (10) days.
- Be given the opportunity to request help from the Pupil Assistance Program.
- Have his/her case reviewed by the Child Study Team;
- Be declared ineligible for co-curricular/extra-curricular activities indefinitely.
- Be considered for expulsion or additional suspension at a hearing of the Board.
- The incident will be reported to the Moorestown Township Police Department and the school will initiate formal charges.
- The regulations in File Code 5131.6, Section I "Reporting, Notification, and Examination Regulations for Pupils Suspected of Being Under the Influence of a Substance Or Substances," paragraphs A and B regarding assessment, reevaluation, referral, treatment and followup counseling with the SAC will be followed.
- Additional information about substance counseling and re-entry programs will be made available to pupils and parents through the SAC and/or Pupil Assistance Program.

**Sale, Distribution, Purchase, Possession or Transfer of Alcohol or Controlled Dangerous Substances** (Board of Education File Codes 5530)

**THIS POLICY SUBJECT TO CHANGE PENDING BOARD APPROVAL**

Any pupil found to have sold, purchased, transferred, distributed or possessed a substance or substance paraphernalia shall:

- Be suspended for a minimum of ten (10) days.
- Be given the opportunity to request help from the Pupil Assistance Program.
- Have his/her case reviewed by the Child Study Team;
- Be declared ineligible for co-curricular/extra-curricular activities indefinitely.
- Be considered for expulsion or additional suspension at a hearing of the Board.
- The incident will be reported to the Moorestown Township Police Department and the school will initiate formal charges.
- The regulations in File Code 5131.6, Section I "Reporting, Notification, and Examination Regulations for Pupils Suspected of Being Under the Influence of a Substance Or Substances," paragraphs A and B regarding assessment, reevaluation, referral, treatment and followup counseling with the SAC will be followed.
- Additional information about substance counseling and re-entry programs will be made available to pupils and parents through the SAC and/or Pupil Assistance Program.

***For a full version of the district Drug and Alcohol Policy, please refer to BOE File Code 5530 Drugs and Alcohol.***

**Weapons** (Board of Education File Codes 8467, 5611)

Possession of and/or use of weapons, or other instruments used as weapons on school property, at any school function, or while in route (or enroute) to or from school is strictly prohibited. The weapon or instrument will be confiscated and the students involved will be suspended out-of-school immediately, for an indefinite period of time, subject to the nature of the offense and pending disposition of the case. The appropriate law enforcement officials will be notified and criminal charges may be filed.

**Parents and students should be aware that full versions of all Board of Education policies can be obtained by request to the principal's office or by visiting the district website at [www.mtps.com](http://www.mtps.com).**

**STUDENT/PARENT GRIEVANCE PROCEDURE**  
(Board of Education File Codes 5710)

It is recognized that occasionally during the course of a school year, misunderstandings and differences may arise between staff members, parents, and students. In order to provide quick and satisfactory resolution of these differences, the concerned parents or students are encouraged to first meet with the staff member and/or the supervisor of the department in an attempt to resolve differences or misunderstandings informally. If this fails, the next attempt at resolution is through the student/parent grievance procedure.

**PURPOSE**

The purpose of this procedure is to provide students and parents with an administrative remedy for redress of alleged violations, misinterpretations, and inequitable applications of local district policies and practices.

This procedure is to secure, at the lowest possible level, equitable solutions to the problems which may arise from time to time concerning the welfare of terms and conditions of policies and practices. Both parties agree that these proceedings will be as informal and confidential as may be appropriate at any level of the procedure.

Nothing herein contained shall be construed as limiting the right of any student/parent having a grievance to discuss the matter informally with any appropriate member of the administration. The result of any informal discussion will not impact on a staff member as embodied in contract or law.

The definition of a grievance is a formal written complaint. The aggrieved shall:

1. Set forth the allegation that there has been a violation, misinterpretation, or inequitable application of any district policy or practice;
2. Specifically identify the policy or statute violated, misinterpreted, or inequitably applied;
3. Furnish sufficient background concerning the alleged violation, misinterpretation or inequitable application to identify persons, actions, and/or omissions which led to the allegation.

**PROVISIONS**

1. No person shall suffer recrimination or discrimination because of participation in this grievance procedure.
2. All parties involved may be present at a Level II hearing. Hearings should be scheduled during a mutually convenient time that does not conflict with the regularly scheduled school program.
3. Confidentiality will be observed pending resolution of the grievance or final decision by the Board of Education.
4. Nothing contained herein shall be construed so as to limit in any way the ability of the district and the grievant to resolve any grievance, mutually and informally.
5. These grievance procedures will not be required to be followed if STATUTORY procedures are available.

**PROCEDURES**

A grievance must be filed within fifteen days of the date the grievant knew or should have known of the circumstances which occasioned the grievance. A copy of the grievance will be provided to the staff member.

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum, and every effort should be made to expedite the process. The time limits specified may be, however, extended by mutual agreement.

Level One: Any student or parent with a grievance shall first discuss it with the principal within fifteen days of the grievance, with the objective of resolving the matter informally and without third party representation. The principal shall act on the grievance within five school days. An administrator will meet with the staff member prior to the hearing to review parental concerns. A review meeting between the administrator and staff member will be held after the hearing to identify appropriate action(s) to be considered. If the matter remains unresolved and further action is planned, the staff member will be given all information, including results of investigations, recommendations and decisions pertaining to the matter.

Level Two: If the complaint is not settled within five school days by the respective principal to whom the appeal is made in Level One, or if the aggrieved receives no communication on the resolution of the grievance in five school days after presentation of the grievance, the student or parent may file the grievance in writing to the superintendent within ten school days after the original presentation to the principal.

Such communication should notify the Superintendent of Schools whether the aggrieved wishes representation to be present at this hearing and should be filed with the knowledge of the principal that this second step is being taken. All written documentation, including affidavits, will be limited to Level Two in the grievance process. However, substantive evidence may be presented to the Superintendent of Schools at any time during the process. The staff member shall have the right to representation at all such hearings as embodied in contract or law. A report from the principal shall be submitted in



conjunction with the appeal of the aggrieved. The Superintendent of Schools shall act within fifteen days and notify the grievant and staff member of such action.

Level Three: If the aggrieved person is not satisfied with the superintendent's decision or if no decision has been rendered within fifteen school days after the grievance was received by the Superintendent of Schools, the aggrieved may, with knowledge of the principal, the Superintendent of Schools, and staff member, submit the grievance through the superintendent to the Board of Education. This request must be made in writing, through the Superintendent of Schools, and must be filed no later than ten school days after the superintendent's decision or twenty-five school days after referral. A copy will be submitted to the staff member. The Board of Education shall review all documentation considered by the Superintendent of Schools in reaching the Level Two decision. After such review, the Board will affirm, modify or reverse the superintendent's Level Two decision. If deemed necessary, the Board may grant a hearing for all involved parties and representatives.

The Board of Education shall take action on the grievance within twenty school days after the written request is received and communicate its decision through the Superintendent of Schools to the aggrieved and all staff members involved in the process.

#### CONDUCT, HEARINGS and CONCLUSIONS

1. All meetings and hearings under this procedure shall be conducted in private.
2. All forms to facilitate the process will be available in the schools and district administration building.
3. All documents, communications, and records dealing with the processing of a grievance shall, unless prohibited by law, be filed in a separate file in the superintendent's office and made available to all involved parties for a period of six months.

#### **ATTENDANCE PROCEDURES** (Board of Education File Code 5200)

**"Attendance"** is a pupil's presence in school and in the classroom to which he/she is assigned at the times scheduled for instruction or other school activities.

- A pupil will be considered to have attended school if he/she has been present at least four hours during the school day.
- A pupil not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.
- **Please email Officer Clayton for all attendance related issues(latenesses, absences, early dismissals) to [mclayton@mtps.com](mailto:mclayton@mtps.com).**

**"Excused absence"** is a pupil's absence from school for a full day or a portion of a day for one or more of the following reasons:

- The pupil's illness,
- Family illness or death,
- Educational opportunities,
- Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16,
- Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans pursuant to N.J.A.C. 6A:16-2.3,
- The pupil's suspension from school,
- The pupil's required attendance in court,
- Interviews with a prospective employer or with an admissions officer of an institution of higher education, with college letterhead or equivalent. Parent notes are not considered acceptable notes for an approved absence.
- Examination for a driver's license,
- Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day,
- An absence for a reason not listed above, but deemed excused by the principal, upon a written request by the pupil's parent or legal guardian to the Building Principal or designee stating the reason for the absence and requesting permission for the absence to be an excused absence.

**"Unexcused absence"** is a pupil's absence for all or part of a school day for any reason other than those listed as **"excused"** above. **Without written notice of absences, students face disciplinary action for Truancy. Students with more than 10 days absent without documentation will receive a Saturday detention and face Truancy charges with local law enforcement (if applicable). While written notification provides documentation of a student absence, it does not provide evidence of an excused absence unless the reason cited is included in the "excused absence" list above. In the event of excessive parent notes for pupil illness, students will be informed that further absences due to illness will only be considered excused with the submission of notes from a physician.**

**“Chronically Absent”** is defined in the State of New Jersey as a student who is not present for 10% of the school year, for any reason. As a measure directly related to student performance, Moorestown High School considers this standard as a means for determining at-risk students. Additionally, students who are identified as being chronically absent may be restricted from participating in extra-and co-curricular activities including but not limited to field trips, senior trip, prom, clubs, and athletics.

**“Truancy”** is a pupil's absence from all or a part of the school day without the knowledge of the pupil's parent(s) or legal guardian(s). A pupil will also be considered truant if he/she:

- Leaves school at lunch time without a pass,
- Leaves school without permission when school is still in session,
- Leaves class because of illness and does not report to the school nurse as directed, or
- Is present in school but is absent from class without approval. Such truancy from class is a "class cut."

#### Notice to School of a Pupil's Absence

- Parent(s) or legal guardian(s) of a pupil who is marked absent for the day will receive an automated call at approximately 9:30 AM to verify whether said absence has been pre approved or not.
- If no call is received by the appropriate time the school office will make an attempt to verify the absence with the parent or legal guardian.
- The parent(s) or legal guardian(s) do need to call for a single absence. If absent over multiple days , the parent(s) or legal guardian(s) is to call the nurse's office at extension 12040 to report the absences.
- The parent(s) or legal guardian(s) of a pupil who attended morning session but will not attend afternoon session **must** provide a note to the security office prior to the student leaving the building.
- The parent(s) or legal guardian(s) or adult pupil who anticipates a future absence or anticipates that an absence will be prolonged should notify the guidance office, who will assist in the arrangement of make-up work in coordination with the appropriate attendance personnel.

#### Readmission to School After an Absence

- A pupil returning from an absence of any length must present to the security office a written statement **within 48 hours**, dated and signed by the parent(s) or legal guardian(s) or emancipated adult pupil, of the reasons for the absence. A note explaining a pupil's absence for non- communicable illness for a period of more than 3 consecutive school days must be accompanied by a physician's statement of the pupil's illness.
- A pupil who has been absent by reason of having or being suspected of having a communicable disease must present to the written evidence of being free of communicable disease, in accordance with Policy No. 8451.

#### Instruction

- Teachers are expected to cooperate in the preparation of home assignments for pupils who anticipate an excused absence of 3 school days duration. The parent(s) or legal guardian(s) or adult pupil must request such home assignments.
- A pupil who anticipates an excused absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy No. 2412. The parent(s) or legal guardian(s) or adult pupil must request home instruction.
- Pupils absent for any reason are expected to make up the work missed. The pupil is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
- In general, pupils will be allowed two day(s) to make up missed work for each one day of absence. Teachers shall make reasonable accommodations to extend time for pupils.
- A pupil who missed an assessment because of an absence shall be offered an opportunity to take the assessment or an alternate assessment.
- If a child misses school for reasons other than illness, the teacher is obliged only to provide general information concerning material to be covered and assignments to be given during period of unexcused absence.
- It is the student's responsibility to meet with teachers prior to the anticipated absence so that these general assignments can be obtained.
- Upon return from unexcused absences, the student will be responsible to complete all specific assignments, tests, etc. that are considered essential for continuity in skill development and completion of grades.

#### **Denial of Course Credit**

- Regular attendance is required in all courses regardless of work completed, academic ability, or the grade issued. **Students will be denied credit in a course when they have reached the following number of absences:**
  - A. Full Year Course
    - I. 10 unexcused absences,
    - II. 25 total absences, **regardless of reason**, OR
    - III. 5 unauthorized class absences.
  - B. Semester Course
    - I. 5 unexcused absences,
    - II. 13 total absences, **regardless of reason**, OR
    - III. 3 unauthorized class absences.
  - C. Quarterly Course (1 Marking Period)
    - I. 3 unexcused absences,
    - II. 7 total absences, regardless of reason, OR
    - III. 2 unauthorized class absences.
- Students who have been denied credit:
  - A. May attend a credit completion session to regain the denied credit, provided the pupil has not been absent from the class more than 40 times.
  - B. Will be dropped from the course when their attendance exceeds 40 absences OR if they become a disciplinary problem within the classroom.
- Notification will be made to parents in the following manner:
  - A. Warning Notices –
    - I. Will be posted to the parent portal.
    - II. Will occur when students reach:
      - Full Year course
        - 4 and 8 unexcused absences,
        - 7 and 14 total absences,
        - and for each unauthorized class absence as a disciplinary infraction.
      - Semester and Quarterly course
        - 2 and 4 unexcused absences,
        - 5 and 10 (6 for quarter courses) total absences,
        - and for each unauthorized class absence as a disciplinary infraction.
    - III. A parent conference with an assistant principal will be requested upon the issuance of the second and all subsequent letters.
  - B. Denial of Credit Letters –
    - I. Will be sent home by regular and/or certified mail.
    - II. Will occur when students reach:
      - 1. Full Year course
        - a. 10 unexcused absences,
        - b. 25 total absences,
        - c. 5 unauthorized class absences.
      - 2. Semester and Quarterly course
        - a. 5 unexcused absences,
        - b. 13 (7 for quarter courses) total absences,
        - c. 3 (2 for quarter courses) unauthorized class absences.
    - III. An opportunity to appear before the attendance panel for credit restoration will be provided upon the issuance of all denial of credit letters.

#### **Attendance Related Discipline**

- The absence of a pupil missing from school for unexplained reasons will be handled in accordance with Regulation No. 8464 as an unexcused and/or unauthorized class absence.
  - Students with unauthorized class absences are subject to disciplinary sanctions as identified in the Student/Parent Handbook.
  - A truant pupil may be suspended and/or reported to the municipal court for truancy charges in accordance with Policy Nos. 5610 and 5620.
  - Pupils may be denied participation in co-curricular activities if their attendance fails to meet the standards set forth in Policy No. 2430.
  - Pupils may be denied participation in athletic competition if their attendance fails to meet the standards set forth in Board Policy No. 2431.
- No pupil who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

### Recording Attendance

- Teachers must accurately record the pupils present, tardy, and absent each day in each session or each class. Attendance records must also record pupils' attendance at out-of-school curricular events such as field trips.
- The Principal's designee will classify each absence as excused, unexcused, or truant.
- The daily attendance will be recorded before 8:00 a.m. for high school students. The Principal's designee will then verify absences and initiate contact with the parent(s)/guardian(s) of students who are recorded as absent each day.
- A pupil's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

### Appeal of High School Attendance

It is recognized that unforeseen circumstances may occur and some students and their families may face hardships. As such, situations may need additional review and consideration for relief from the provisions of the attendance procedures.

- A pupil who has been notified of denied course credit for excessive absences may appeal that action in accordance with the following procedures:
  - A. The pupil shall file a written appeal to the principal within 5 school days of receiving notice of the action. The appeal should state the reasons for admitted absences, documentation that would reduce the number of undocumented absences, and reasons why the pupil should continue to be enrolled in the course and/or receive course credit.
  - B. An Attendance Review Committee shall review the appeal informally to determine if sufficient documentation has been received. A response shall be sent to the student and parent(s)/guardian(s) based on the following:
    - I. If there is sufficient documentation, the letter shall schedule an informal hearing for the student with the Attendance Review Committee.
    - II. If there is NOT sufficient documentation, the letter shall reiterate the required documentation and the student and parent(s)/guardian(s) shall have 5 school days to resubmit their appeal.
  - C. During the informal hearing, the Attendance Review Committee shall provide opportunity for the student to present a basis for reinstatement of credit, and parent(s)/guardian(s) may be present to hear the student's reasons for reinstatement and/or credit.
    - I. A written decision shall be mailed to the student and parent(s)/guardian(s) within 7 school days of the informal hearing.
    - II. The committee may impose conditions on any reenrollment and may require the pupil to agree to those conditions.
  - D. The pupil may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education, in that order and in accordance with Policy No. 5710, Pupil Grievance. Students receiving a decision of the Attendance Review Committee shall be considered to have exhausted the first step of the grievance procedure.

### Attendance Improvement Plan

- When the average daily attendance rate for the district or for a school does not meet the New Jersey Department of Education requirements, performance objectives to improve pupil attendance pursuant to N.J.A.C. 6A:32-12.2(a)3 shall be developed.

### Early Dismissals

Due to the attendance monitoring process, **reasons for early dismissals must be specifically stated** before early dismissal is granted. **All requests must be approved by the administration prior to the release of any student. A request does not guarantee that early dismissal will be granted unless the request can be verified by a parent/guardian.** Parents are requested to schedule medical appointments before or after school hours whenever possible. All appointments are subject to verification.

Students requesting permission to be excused early must present a note signed by the parent or guardian, stating the student's name, date, grade, telephone number where parent requesting permission can be reached during the day, time of excuse, and a valid reason for the request. Requests for early dismissal will be verified with the parent or guardian. The main office may not interrupt classes in session unless deemed to be an emergency by the building administration. **If early dismissal procedures are not followed, the time missed from class will be recorded as a cut on both the attendance and the disciplinary profiles. The student will be subject to penalties for cutting class.**

### Senior Late Arrival/Early Dismissal

Seniors who have no scheduled classes or obligations first, second, third or ninth period or later may present written approval from their parents requesting Senior Late Arrival/Early Dismissal privileges to the office of the assistant principal. With permission granted from the office, those seniors who have late arrival/early dismissals are to arrive/leave as previously arranged by properly signing in/out with the office. Student ID's must be presented when arriving late for Senior homeroom or early dismissal. Failure to provide ID may result in inability to leave school property. **Students with this privilege are not to be anywhere on school property. Seniors dismissed early may not re-enter the building for extracurricular activities until after 1:57 p.m.** Students in violation of these rules will be subject to the penalties for General Misconduct and/or may lose their senior late arrival/early dismissal privilege. Students are responsible for information as announced in the daily bulletin, which will be posted outside the attendance office and on the window of the main office.

**All permission forms must be filled out, returned and have administrative approval before any student may arrive late or leave early.**

## ACADEMIC PROGRAMMING

### Compensatory Education in New Jersey

New Jersey Statutes Annotated 18A:7 is the Public School Education Act of 1975, commonly referred to as Chapter 212 or the T & E Law. Within the law there are provisions mandating "preventive and remedial programs, approved by the State Board, supplemental to the regular programs and designed to assist pupils who have academic, social, economic or environmental needs that prevent them from succeeding in regular school programs."

The preventive and remedial programs have been defined by the State Board and Commissioner to be computation and communication skills. All students in public schools who test below state prescribed minimum levels in computation and/or communication skills must be provided opportunities for improvement.

### Title VI - New Jersey

New Jersey Administrative Code 6.4, commonly referred to as Title VI, is the set of regulations developed by the Commission and State Board of Education to specifically implement New Jersey Statutes Annotated 18A:36-20 and the State Board of Education Resolution concerning sex equality in educational programs. Title VI regulations specify the procedures which shall be used to:

1. Guarantee equality of educational opportunity in the public schools;
2. Guarantee all persons equal access to all categories of employment in the public education system of New Jersey.

### Title IX – Federal

Title IX of the Education Amendments of 1972 provides that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Originally introduced in 1971 as an amendment to the Civil Rights Act of 1964, the law, signed on June 23, 1972, emerged as Title IX of the Education Amendments of 1972.

### Special Education (Board of Education File Codes 2460)

The public schools in New Jersey must provide education programs for children who are educable, trainable, orthopedically handicapped, neurologically impaired, perceptually impaired, visually handicapped, auditorily handicapped, emotionally disturbed, socially maladjusted, chronically ill and/or multi-handicapped. These children must be provided for within the public schools of the local district; in other public school districts in New Jersey; in State approved private schools in New Jersey or in state approved public or private programs in other states.

### Child Study Team

The legislation contained in N.J.S.A. 18A:46-1 is intended to unify and consolidate special education services. The legislation specifically requires each local public school district to identify and classify all handicapped children between the ages of 3 and 21, and provide an appropriate education program for them.

The basic Child Study Team consists of a social worker, learning consultant, and psychologist, along with selected teachers, guidance counselor, administrator, parents, and when appropriate, the student, and has the responsibility of examining, classifying, and developing the educational plan for the student. Identification is accomplished through screening and referrals initiated by parents, teachers and/or family doctors.<sup>1</sup>

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<sup>1</sup>If the Board decides not to enlarge the scope of accepted referral sources provided by State and Federal law, the "and/or family doctors" phrase would be removed.

If you believe that your child should be considered for special services or should be classified, please send a written request to the Child Study Team, Director of Student Services, Moorestown Township Public Schools, Administration Building, 803 N. Stanwick Road, Moorestown, NJ 08057.

**Americans with Disabilities Act and Section 504 Statement**

The Moorestown Township Public School system does not discriminate on the basis of disability with regard to admission, access to services, treatment or employment in programs and activities. Any person having inquiries concerning the Moorestown School District’s compliance with the regulations implementing the Americans With Disabilities Act (ADA) or Section 504 is directed to contact: Director of Student Services, 803 North Stanwick Road, Moorestown, New Jersey, 08057, at (856) 778-6600.

**Scheduling Requirements**

The State of New Jersey determines that a credit unit is equal to the equivalent number of periods that each class meets per week. Moorestown High School requires that EVERY STUDENT MUST BE SCHEDULED FOR A MINIMUM OF 32.5 CREDITS PER YEAR. In order to advance to the next grade level, the student must have successfully completed the following number of credits at the end of each identified year: 9<sup>th</sup>-- 27.5 credits, 10<sup>th</sup>– 55 credits, 11<sup>th</sup>– 82.5 credits.

**Requirements for Graduation**

(Board of Education File Codes 5460, revised 06/2010)

In order for a student to graduate and receive a high school diploma from Moorestown High School, each student must:

- A. Pass the required tests of New Jersey Student Learning Assessment (NJSLA); and
- B. Fulfill the requirements as described utilizing one or both of the following **TWO** options:

**Minimum MHS Graduation Requirements:**

English	20 credits of language arts literacy
Social Studies	15 credits <i>including satisfaction of N.J.S.A. 18A:35-1 and 2</i>
Science	18 credits
Mathematics	15 credits
Health AND Physical Education*	4 credits for each year enrolled
Visual, Performing Arts	5 credits
Career Education and Consumer, Family, and Life Skills or Vocational Technical Education	5 credits
World Languages **	10 credits or student demonstration of proficiency
Economics/Financial Literacy	2.5 credits
Career Planning	2.5 credits from approved course list (Ends for Class of 2023 & beyond)
Computer Literacy	2.5 credits from approved course list (Ends for Class of 2023 & beyond)
Electives	8.5 credits (Will increase by 5.0 with Class of 2023 & beyond)
<b>Total Minimum Credits Required</b>	<b>120</b>

1. Earn a minimum of 120 credits by successful completion of the prescribed courses listed on the following chart. This requirement may be met in whole or in part through a traditional program where a “credit” means the award for student participation in the equivalent of a class period of instruction which meets for a minimum of forty minutes, one time a week, during the school year (N.J.A.C. 6A:8-1.3). Therefore, in the traditional MHS 40 minute period, a class that meets routinely for one class period for an average of 5 days per week, for the full year, shall yield 5 credits. Courses meeting for a portion of a year or a portion of a week shall be prorated accordingly.

The course requirements shall include statutory mandates. Currently, these would include United States and New Jersey history in N.J.S.A. 18A:35-1 and 2; civics in N.J.S.A. 18A:35-3; agricultural science in N.J.S.A. 18A:35-4.13; health, safety, and physical education in N.J.S.A. 18A:35-5, 6, 7, and 8; the Holocaust and genocides in N.J.S.A. 18A:35-28; and credit for seniors in active military service in N.J.S.A. 18A:36-17.

The Board of Education, through the IEP process and pursuant to N.J.A.C. 6A:14-4.12, may, for individual students with disabilities as defined in N.J.A.C. 6A:14-1.3, specify alternate requirements for a State-endorsed diploma. Students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 may demonstrate that they have attained State minimum levels of proficiency through the SRA process if specified in the student’s Individualized Education Program (IEP) or Section 504 accommodation plan

**OR**

2. The 120-credit requirement set forth above may be met in whole or in part through program completion of a range of experiences that enable students to pursue a variety of personalized learning opportunities (referred to as Personalized Learning Opportunities in the MHS *Program of Studies* and related documents). All students who plan on pursuing course work for credit outside of the parameters of the normal MHS curriculum must submit an application to be reviewed and approved by the Principal’s Credit Committee. Application forms may be obtained in the Guidance Office. Thorough review of the application’s requirements by the applicant and the parent/guardian should occur before consulting with a guidance counselor. Applications must be submitted to the Principal’s Credit Committee. The Principal’s Credit Committee will examine “Request for Personalized Learning Opportunity” based on the student’s rationale and the criteria outlined in this document.

***Students are not permitted to begin participation in the proposed Personalized Learning Opportunity until approved by the Principal’s Credit Committee. The committee, designated by the Principal, will be composed of the following: Principal or designee; a guidance counselor; a curriculum supervisor; and two classroom teachers, one of whom is content specific with the other being selected by the applicant.***

Models for developing Personalized Learning Opportunities or programs linked to the 2009 New Jersey Core Curriculum Content Standards (2009 NJCCCS) include accredited college courses, interdisciplinary or theme-based programs, co-curricular or extra-curricular activities, magnet programs, student exchange programs, distance learning opportunities, internships, community service, or other structured learning experiences. Activities and programs developed in accordance with Personalized Learning Opportunities shall include appropriate assessments and ensure that student’s performance/proficiency meets or exceeds the 2009 NJCCCS. The Principal shall certify completion of curricular activities or programs based upon specified instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards.

**Note:** Minimum graduation requirements, as prescribed in N.J.A.C. 6A:8-5.1, do not equate to college admission requirements. MTPS actively encourages all students who have otherwise met the requirements for high school graduation to include in their programs of study a fourth year of the following additional credits: math, science, social studies and world languages aimed at preparation for entrance into post-secondary programs or 21st century careers.

**Statewide Assessment Requirements:**

On May 3, 2023, the State Board of Education approved the graduation ready cut score for the ELA and mathematics components of the NJGPA, as well as the menu of alternative assessments and aligned cut scores.

The New Jersey State Board of Education adopted the requirements in this section on September 8, 2021 for the classes of 2024–2025. [https://www.nj.gov/education/assessment/requirements/2023\\_2025.shtml](https://www.nj.gov/education/assessment/requirements/2023_2025.shtml)

**Graduation Assessment Requirements for Classes of 2024-2025**

English Language Arts	Mathematics
<ul style="list-style-type: none"> <li>● ACT Reading <math>\geq 17</math></li> <li>● Accuplacer WritePlacer <math>\geq 5</math></li> <li>● Accuplacer WritePlacer English Second Language <math>\geq 4</math></li> <li>● PSAT10 Evidence Based Reading and Writing (EBRW) <math>\geq 420</math></li> <li>● PSAT10 Reading <math>\geq 21</math></li> <li>● PSAT/NMSQT EBRW <math>\geq 420</math></li> <li>● PSAT/NMSQT Reading <math>\geq 21</math></li> <li>● SAT EBRW <math>\geq 450</math></li> <li>● SAT Reading <math>\geq 23</math></li> </ul>	<ul style="list-style-type: none"> <li>● ACT Math <math>\geq 17</math></li> <li>● Accuplacer Elementary Algebra <math>\geq 49</math></li> <li>● Accuplacer Next-Generation QAS <math>\geq 250</math></li> <li>● PSAT10 Math Section or PSAT/NMSQT Math Section <math>\geq 420</math></li> <li>● PSAT10 Math or PSAT/NMSQT Math <math>\geq 21</math></li> <li>● SAT Math Section <math>\geq 440</math></li> <li>● SAT Math Test <math>\geq 22</math></li> </ul>

All students in grade 11 will participate in the New Jersey Graduation Proficiency Assessment (NJGPA) for ELA and mathematics. Should a student not demonstrate proficiency in the NJGPA (Pathway 1), they will then have access to two pathways:

- Pathway 2: the substitute competency test for ELA and Mathematics (see chart above)
- Pathway 3: by submitting, through the district, a student portfolio appeal to the New Jersey Department of Education

**Note: students may only access Pathways 2 and/or 3 if they have participated in the NJGPA.**

Students with disabilities shall participate in the Statewide assessment system according to the following:

1. Except as provided in (a)2 below, students with disabilities shall participate in each content area of the general Statewide assessment for their grade or age. Accommodations and modifications approved by the Department of Education shall be provided when determined necessary by the IEP team to students with disabilities who participate in the general Statewide assessments.
2. Students with disabilities shall participate in the Dynamic Learning Maps (DLM) in each content area where the nature of the student's disability is so severe that the student is not receiving instruction in any of the knowledge and skills measured by the general Statewide assessment and the student cannot complete any of the types of questions on the assessment in the content area(s) even with accommodations and modifications.

**Grading System** (Board of Education File Codes 2624)

Although grades should not be regarded as ends in themselves, they do reflect how well students are progressing in their studies from marking period to marking period. Grading for individual courses may vary depending on department and course objectives. Any questions regarding grading should be addressed to the classroom teacher. Parents and students are urged to study the report card carefully, noting all of the explanatory material on the reverse side of the card. Additionally, in order to receive credit for a course, students must satisfy both academic and attendance requirements (see also Attendance Policy). If parents have any questions concerning the progress of a student or any questions concerning the student's overall adjustment to the school, they should contact the Counseling Office.

Any pupil whose parent or guardian presents to the school principal a signed statement that any part of the instructional curriculum is in conflict with his/her conscience or sincerely held moral or religious beliefs, shall be excused from that portion of the course where such instruction is being given and there will be no penalties as to credit or graduation. Mutually agreed upon alternative assignments will be completed as a substitute for the assignments from which the student is excused.

Report cards are issued four times during the year and indicate the achievement and attendance of the student for each nine-week marking period. The marking period dates for each school can be found in the school district calendar. Dates may be adjusted according to emergency school closings.



**Physical Education Grading**

**PREPARATION**

- Each student is required to wear a Moorestown High School Physical Education uniform and sneakers.
  - o An MHS uniform consists of the PE reversible t0shirt, athletic shorts, sweatpants, leggings, and sneakers/rubber-soled athletic shoes.
  - o PE t-shirts can be purchased at the school store.
  - o All clothing worn during PE class must meet the BOE approved Student Attire Dress Code.

**PARTICIPATION**

- Each student is required to participate to the best of their ability during class activities.

**GRADING – Each class a student can earn 10 points.**

- 70% of the student’s grade will be based on the following three criteria: Participation, Uniform, and Attendance
- 15% of the student’s grade will be based on written quizzes or tests.
- 15% of the student’s grade will be based on a skill test.
- Points will be deducted for the following:

Unprepared	Up to10 points off
Absent	10 points
Partial Uniform, Late to Class, Lack of Participation	5 points
Cutting Class, Major Misconduct, Endangering Safety of Others	10 points (cannot be made up)

**UNPREPARED**

- Students will be permitted to make up one unprepared per marking period through 12th period participation

**ABSENCES**

Each student will be permitted to be absent from class 2 times per marking period without having to make up the class. This **ONLY** pertains to students participating in physical activities. Students who are absent from class will still be **REQUIRED** to make up any missed assessments with the instructor for their class.

- Any absence beyond 2 per marking period must be made up either through 12<sup>th</sup> period participation, or, in the event of a **medically excused\*** absence, through a written paper assigned by the instructor.(see Medicals section for more details).
- All absences must be made up within **TWO WEEKS** of the date of return to PE class after an absence (unless other arrangements are made with the instructor by the student).
- A student who has missed multiple days due to illness will be eligible to make-up classes through written assignments upon receipt of a note from a physician excusing the student from physical education on the days missed.
- Any absence within the last 2 weeks will receive a final grade for the marking period based on the absences, however, a change of grade form will be submitted when the classes are made up successfully.

**MAKE-UPS**

- Make-up classes will take place Tuesday-Thursday, 12th period in the MAC.
  - o All students must be properly attired in the MHS PE uniform and be in the MAC by 2:10
  - o Each 12th period make-up will earn +5 points.
  - o Class absences deduct 10 points and require 2 make-up sessions.
  - o Students with a 12th period class should discuss alternative arrangements with their teacher.
- Unless the absence occurred within the last 2 weeks of the marking period, all make-ups must be completed by the end of the marking period.

**BANKING CLASSES**

- Students may attend 12<sup>th</sup> period **PRIOR** to a scheduled or anticipated absence for such activities as field trips, college visits, etc.
- Students may “bank” make-up classes at any time in an effort to ease the burden of future class absences.

**MEDICALS\***

In the event that a student is injured and has been excused from participating in Physical Education from either the school nurse or from a physician, the following will occur:

- Students who are MEDICALLY EXCUSED from a doctor for physical education are required to present a note from a physician to the school nurse. The note must include the diagnosis, restrictions, and dates of exclusion.
- If excused from the school nurse, the absence will be counted as an unexcused absence. This could be the result of a temporary injury or illness not requiring attention from a physician.
- Depending on the amount of time excused from Physical Education, the teacher will inform the student of the required assignment(s) and due dates.
- THE STUDENT MUST REPORT TO THE PE TEACHER PRIOR TO EVERY CLASS EVEN IF THEY ARE MEDICALLY EXCUSED.

### Report Cards

MHS issues report cards on a quarterly basis via Genesis. For students whose family does not have Genesis access, paper report cards can be issued via the guidance office.

### Marking Period/Exam Weight/Calculation of Final Grades

The calculation of all final grades will be established based on the design of the course using the following guidelines:

#### Full Year Course

- w/ Mid Term and Final- Each Marking Period will be weighted one fifth of the final grade with the midterm and final weighted one tenth. (Multiply each marking period grade by 2 and add the midterm grade and final exam grade. Divide this sum by 10)
- w/ Final Exam ONLY- Each Marking Period will be weighted two ninths and the final exam weighted one ninth. (Multiply each marking period grade by 2 and add the final exam grade. Divide this sum by 9)
- w/ NO Mid Term or Final Exam- Each marking period is weighted one fourth (25%) of the final grade. (Divide the sum of the four marking period grades by 4)

#### Semester Course

- w/ Final Exam ONLY- Each Marking Period will be weighted two fifths and the final exam weighted one fifth of the final grade. (Multiply each marking period grade by 2 and add the final exam grade. Divide this sum by 5)
- w/ NO Mid Term or Final Exam- Each marking period is weighted one half of the final grade. (Divide the sum of the two marking period grades by 2)

#### Quarter Course

- Final grade is equal to the marking period grade.

### Mid-year grades

At the end of first semester, students in full year courses will receive a mid-year grade.

- All seniors receive a letter grade that is the average of the first and second marking period grades. This grade is used to prepare mid-year reports that upon request, are sent to colleges. This grade is also used to determine athletic and activity eligibility.
- All freshmen, sophomores, and juniors receive a pass (P) or fail (F) grade. This grade is only used to determine athletic and activity eligibility.

### Final Exam/Final Project and Mid-year Exams

Final exams and final projects are given in English, social studies, foreign language, mathematics, science, family & consumer sciences, and business education. **Students who do not report for a final or miss the deadline for the final project will receive a failing grade for the course. STUDENTS WILL NOT BE PERMITTED TO ATTEND THE MAKE-UP SESSIONS FOR MIDTERMS AND FINALS UNLESS PREVIOUSLY SCHEDULED OR A DOCTOR'S NOTE FOR THE ABSENCE IS PRESENTED.** Students who are unable to complete their exam (midterm or final) during the scheduled time period for any reason must request in writing to the Principal a proposal for make-up. This proposal must include a complete explanation for the reason of request and a date and time in which the exam will be taken. No make-up exams will be administered prior to the scheduled test date and time.

**Grading System Equivalents**

Grade <sup>2</sup>	Equivalent		Explanation
A+	4.3	97-100	Excellent
A	4.0	93 – 96	
A-	3.7	90 – 92	
B+	3.3	87 – 89	Good
B	3.0	83 – 86	
B-	2.7	80 – 82	
C+	2.3	77 – 79	Average
C	2.0	73 – 76	
C-	1.7	70 – 72	
D+	1.3	67 – 69	Passing
D	1.0	63 – 66	
D-	.7	60 – 62	
E <sup>3</sup>	.60	50 -- 59	Failing but eligible for summer school
F <sup>2</sup>	.59	0 – 49	Failing/ <b>NOT</b> eligible for summer school
NC <sup>2</sup>	No Credit attendance reasons		
NCE <sup>2</sup>	No credit attendance reasons and failed course but eligible for summer school		
NCF <sup>2</sup>	No credit attendance reasons and failed course but <b>NOT</b> eligible for summer school		
M <sup>4</sup>	Medical excuse		
P <sup>5</sup>	Pass under Pass/Fail option		
F <sup>2</sup>	Fail under Pass/Fail option; <b>NOT</b> eligible for summer school		
WP <sup>3</sup>	Withdrew Passing		
WF <sup>6</sup>	Withdrew Failing		
AUD <sup>3</sup>	Audit		
REC <sup>4</sup>	Final Exam Exempted		
I <sup>5</sup>	Incomplete		
X <sup>4</sup>	Student new to class; cannot adequately be assessed at this time		

**Senior Exam Exemptions**

The following procedure should be used to determine if a senior is eligible to be exempt from taking a final exam:

For full year classes, seniors must have a four marking period **average** of an A+, A, or A- with a minimum of a B- or higher on the midterm exam. Seniors in semester classes must be earning A+, A, or A- to be exempt from an exam.

Teachers who are granting exemptions for seniors must turn in to the main office a list giving the students' name and the subject name from which the student is to be exempt. The main office will maintain a record of senior students exempt from taking exams.

When a senior is exempt from the final exam in a year course, the final grade is determined by averaging the four marking period grades. The midterm is not factored into the grade. This applies to full year and semester courses.

**Twelfth Period**

Teachers may request a student's presence during twelfth period for tutorial purposes or for related class matters. It is the student's responsibility to inform the teacher of any prior commitment or of the necessity to make other arrangements. Failure to keep a twelfth period appointment will result in a discipline referral to the assistant principal's office. Students will

<sup>2</sup>

<sup>3</sup>

<sup>4,2</sup>All grades except as noted are included in GPA and credits but are not a failing mark.

<sup>3</sup>Failing mark and included in GPA but not included in credits

Not included in GPA or credits and not a failing mark.

<sup>5</sup>Not included in GPA, not a failing mark but included in credits.

<sup>6</sup>Failing mark, not included in GPA, and not included in credits.

be subject to penalties for cutting class. ***Students remaining for twelfth period must be under the direct supervision of a teacher, coach, or advisor in a designated area until the conclusion of twelfth period and must obtain a bus pass in order to access district transportation.***

**Process for Resolving Grading Concerns** (Board of Education File Code 5710)

1. Students must resolve any grading concerns with their classroom teacher within 10 days after receiving their report cards. Teachers have 10 school days after distribution of report cards to resolve grading issues.
2. Issues that have not been addressed by the classroom teacher should be referred to the department supervisor for review.
3. Issues that remain unresolved may continue to be addressed by means of the district's Student/Parent Grievance Procedure (see also p.63).

**Course Withdrawal/Addition**

Students will be given additional opportunities to commit to their choices. Beyond the initial phase of course selection, students will be permitted to change requests in April, prior to the building of the master schedule and one last time after the master schedule is built.

For students who elect to withdraw from or add a course already in session, the following conditions apply, provided there are seats available to accommodate the change:

- Students may apply to drop in course level based on academic performance and/or demand. This case applies to students who believe they are in the wrong level class or whose schedule is deemed to be too demanding based on academic history and rigor. Each case will be evaluated on an individual basis with input from the student, parent, teacher, counselor, and department supervisor.
- Students may elect to drop a study hall to add an elective or vice versa.
- Students will not be permitted to drop one elective to add another.
- Students will not be permitted to drop a course based on the teacher assigned to teach the course. Exceptions will be made only in accordance with the Moorestown Board of Education guidelines as stated below under "Teacher Requests".
- A student must maintain at least 32.5 credits.
- Schedule changes that are made for the benefit of a student, identified as a course placement issue or course deemed to be too demanding based on academic history and/or rigor, will have no effect on the transcript.
- Posted Marking Period grades transfer from one course level to another *as is*.
- Students who elect to withdraw from a course without replacement of an alternate level course, after the first marking period, will receive a grade of Withdraw Passing (WP) or Withdraw Failing (WF) as a final grade for the course.

**Administrative Withdrawal**

The purpose of this measure is to ensure that the student applies himself/herself throughout the entire year. Any student who, in the best professional judgment of the teacher, is not fulfilling the requirements of the course and/or inhibits the learning of others, may be considered for an administrative withdrawal. At the discretion of the administration, it is expected that the teacher will have documented significant parent, counselor, supervisory and administrative contact before the teacher appeals, in writing, to the administration for withdrawal of the student. This student would receive no credit, a withdrawal failing (WF) grade recorded on the report card and would face the possibility of having no option for a summer school course.

**Teacher Request Policy**

Requests for teacher changes will not be honored unless the request adheres to Board of Education policy. The Board of Education policy (File Code: 5120) dictates that requests for teachers cannot occur unless there are compelling reasons for the placement. A letter must be submitted to the Building Principal outlining reasons for the request. Such reasons may include:

- there are siblings scheduled for the same course with the same teacher during the same period of instruction;
- retention of a pupil results with subsequent assignment to the same teacher where another teacher is available;
- documented family or pupil prior experience with a teacher that would interfere with instruction.

**Progress Reports**

Progress reports are posted in the Genesis Parent Portal at the middle of each marking period. All students will receive comments for all subjects. Parents are encouraged to contact the Counseling Office if questions arise pertaining to the progress report. Under some circumstances, it may be desirable for students to be on a weekly progress report system. Weekly progress reports are the responsibility of the student and parents and must be requested in writing to the student's

guidance counselor. Following administrative approval, the school will provide a form for weekly progress and the student must see all of his/her teachers in order to get their comments. Interim reports are sent by teachers to parents and counselors if additional problems appear evident.

#### **Honor & Service Society Peer Tutoring Program**

The Honor and Service Society provides a free and voluntary tutoring service to all MHS students. Forms for tutoring can be obtained from the Guidance Counseling Office. It is the responsibility of the person requesting tutoring services to make the initial contact with the assigned tutor. Each person requesting tutoring services may have only one tutor at a time. Requests for tutoring cannot be granted after the first week of May.

#### **Process for Resolving Incomplete Grades**

1. A grade of Incomplete (I) will be given only when there is just cause: e.g., work missing due to absence, illness. Otherwise, students are expected to submit work on time. While it is permissible under some circumstances to submit late work, students should be expected to complete all work prior to the end of the marking period. As a general rule, students will be given two (2) days for each excused absence from school.
2. Unless there are extenuating circumstances, students are expected to resolve incompletes no later than ten school days after the close of the marking period. If an extension is sought, a request must go through the subject supervisor.
3. Giving incomplete grades at mid-year for seniors is discouraged. These can work to the student's detriment when applying for college admissions.

#### **Review for Credit**

Any student attending Moorestown High School who receives an E in a Moorestown High School course taken during the regular school year receives zero credits towards graduation for that course. Students who need the course or want to earn the credits lost after failing a Moorestown High School course during the regular school year may opt to:

1. **Repeat** the course during a future regular school year, or
2. Enroll in a **summer school** course approved by Moorestown High School, or
3. Receive one-to-one **tutoring** instruction according to the guidelines as outlined for Summer School and Tutoring for Course Credit.

#### **Summer School** (Board of Education File Code 2440)

Summer school forms can be obtained in the Counseling Office or through the summer school office of another participating school district. To qualify for Summer School, students must meet the following criteria:

1. Have been enrolled for the entire course. Students may not drop the course while it is in session. Those with excessive absences will be examined carefully on an individual basis.
2. Have completed the midterm and/or final exams and/or final project/term paper.
3. Students who pass their summer school course receive credit and a grade of "P" on their MHS transcript. The "P" grade has a neutral impact on the GPA and the original "F" grade remains on the transcript.

A student will be denied admission to summer school or summer tutoring for course credit if he/she receives an "F" for a final grade. Credit may be earned in the summer (tutoring and/or summer school) for a maximum of two courses. If there are extenuating circumstances and a cogent case can be made by a parent in conference with the building principal, a third course may be taken for credit only with the approval of the principal. *Please Note: The Board of Education has the right not to offer/provide summer school instruction.*

\*Potential NCAA athletes: please be aware that the NCAA does not accept course credit for courses with pass/fail grades. A failed course would have to be taken over again for original credit in order to show a grade on the transcript. For courses taken outside of MHS, grades are recorded on the transcript, but do not count toward WGPA or GPA.

#### **Tutoring for Course Credit**

A Summer Tutoring Application form must be completed and submitted to the Counseling Office by **June 30**. This instruction must be administered by an instructor holding New Jersey certification in the subject being tutored. Review courses require eight (8) hours per credit; for example, a student must be tutored a minimum of forty (40) hours of one-to-one instruction for a five-credit review course. The Board of Education is not responsible for any cost/fees related to this tutoring.

The student must pass the Moorestown High School mid-term (if applicable) and final exam for the subject in which he/she was tutored. This exam must be administered and graded by the department supervisor or an appropriate instructor at Moorestown High School. A pass/fail grade will be recorded. The appropriate credits will be awarded to those who successfully complete the course work.

Tutoring for review credit for full year and spring semester courses may not begin until after commencement. Tutoring for courses failed in the fall semester or in quarters 1, 2, or 3 must be completed two weeks prior to commencement. A student who is tutored in a subject during the summer must complete all tutoring and testing prior to September 1<sup>st</sup>.

### **Grade Point Average**

Weighted Quality Point Average (WQPA)/Weighted Grade Point Average (WGPA) --Weighted grade point average is based on an open-ended scale beginning with 0.00. Only the final grade achieved in each course is used to compute WGPA. All graded (non-pass/fail) courses are used in the calculation of WGPA. WQPA is tabulated for each student's transcript at the end of his/her junior year.

Transfer students to MHS have their courses, course levels, grades, and credits from their former school(s) infused into their MHS permanent record by the Guidance Services Administrator for purposes of computing Weighted Grade Point Average. The Weighted Quality Grade Point Average takes into account two factors: level of difficulty and number of credits attempted.

### **Rank in Class**

The academic environment in Moorestown High School is very challenging. The majority of our students meet that challenge by earning exemplary grades. The comparisons among students inherent in rank-in-class calculation unnecessarily increases competition within the school. Further, we believe that our students' levels of achievement are not equitably or fully communicated by this single figure transcript statistic. Therefore, Moorestown High School does not report class rank.

### **Early Graduation** (Board of Education File Code 5465)

Early graduation requests must be presented in writing to the Moorestown Board of Education for approval. All requests must provide evidence that all academic standards have been satisfied.

### **Special Education Graduation** (Board of Education File Code 2460)

The New Jersey Administrative Code addressing high school graduation requirements for special education pupils is contained in: N.J.A.C. 6A:14-12, Special Education; N.J.A.C. 6A:8-5.1, Thorough and Efficient System of Free Public Schools. These regulations provide that in order to receive a state-endorsed high school diploma, educationally handicapped pupils must meet all state and local high school graduation requirements including passing the New Jersey Student Learning Assessment(NJSLA) and demonstrating mastery of the curriculum proficiencies unless exempted in their individualized education programs (IEPs) with the written approval of the chief school administrator.

The criteria for determining exemptions from passing the NJSLA and from curriculum proficiencies shall be that the pupil's IEP does not include the proficiencies measured by the test. The criteria used for determining exemptions from the NJSLA shall be that the pupil would be adversely affected by taking the test.

Alternate proficiencies shall be included as replacements when the pupil is exempted from the state and local high school proficiencies. The IEP shall include a statement of alternate proficiencies that must be achieved to qualify for the standard state-endorsed high school diploma. All high school students in grades nine through eleven, including special education students, must take the NJSLA..

### **Scholastic Aptitude Tests (PSAT/NMSAT, SAT and SAT Subject Area Tests)**

The national testing program includes the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT), the Scholastic Aptitude Test (SAT), and SAT Subject Area Tests. All of the above tests are administered on Saturdays (see application for specific dates). Students taking the SAT and/or the SAT Subject Area Tests must make application with the test company and pay a testing fee. Applications are available in the Counseling Office. PSAT/NMSQT fees and registration are processed by the high school.

The SAT Subject Area Tests, which some colleges require for admission or placement purposes, are one hour, multiple-choice tests in specific subjects. Unlike the Scholastic Aptitude Test SAT which measures more general abilities, SAT Subject Area Tests measures the student's knowledge of a particular subject. Because of this, students should try to take an SAT Subject Area Test as soon as possible after they complete their last course in that subject. Students cannot take both the SAT and the SAT Subject Area Test on the same test date.

### **Pupil Records and Dispensation** (Board of Education File Code 8330)

Parents are entitled to inspect the official or permanent school records (those which are retained after leaving school) relating to their student. This means that they have a right to inspect the actual record and not merely have items selected from the record by school officials. However, school officials may withhold items of information which, in their judgment, are of a confidential nature, or in which the applicant for such information has no legitimate interest. School authorities may determine the time and manner of presentation of this information. For example, they may suggest that a counselor,

qualified to interpret data in the records, be present.

New Jersey Administrative Code Title 6 provides for access to records by the following persons:

1. Parent(s) or legal guardian(s) of a pupil under the age of 18, and the pupil who has written permission of such parent(s) or guardian(s).
2. The adult pupil and the pupil's parent(s) or guardian(s) who have the written permission of such pupil shall have access to records. Exception: parents or guardians shall have access to records without consent of the pupil as long as the pupil is financially dependent on the parent(s) or guardian(s) and enrolled in the public school system.

Upon graduation or permanent departure of a pupil from the school system, Administrative Code 6:3 requires that the entire record of the pupil be provided to parents/guardians or adult pupils upon request.

Information other than birth date, sex, address, telephone number, grades, attendance record, classes attended, grade level completed, year completed, name of parents, and citizenship status may be destroyed if reasonable attempts to secure parental or adult pupil permission have been unsuccessful.

Requests should be made in writing to the high school counseling office prior to graduation or departure.

#### **Transcript Requests**

When a student wants a transcript mailed, the student must first complete a staff Transcript Request Form in the counseling office. This form authorizes the counseling office to release the transcript to the school(s) or agency(ies) of the student's choice. One Transcript Request Form must be completed for each transcript sent. For each request three (3) weeks notice must be given. A fee of \$5.00 will be charged for transcript requests after one year from the date of graduation.

#### **Change of Address or Telephone Number**

When a student's address is changed, the student should immediately notify the District Registrar at 856-778-6600 ext. 12019 so that our student information system can be updated. It is important that the school has a correct telephone number for each student for use in emergencies.

In addition to the services provided by the guidance office, the following services are also offered at Moorestown High School.

#### **Military Access to Pupil Records**

According to NJSA 18A:36-19.1, school districts are required to establish policies giving military recruiters access to school facilities and student information directories. The Moorestown Board of Education File Code 5125 addresses this issue.

These policies require that the school district provide a parent and adult pupil ten (10) days notice to submit a written statement to the principal, prohibiting the school from including any or all types of information about the student in any student information directory prior to access by education, occupational, or military recruiters.

If you wish the name, address and telephone number of your child not to be included in any student directory sent to a branch of the military, please forward a written request to the principal of the high school.

#### **Withdrawal from School (Board of Education File Code 5130)**

Should a parent/guardian have cause to withdraw their child from Moorestown High School, the following guidelines should be observed:

1. Sign and return all school counseling forms listed here.
  - a. Notification of Student Withdrawal
  - b. Request for Student Records (for transferring students)
  - c. Withdrawal Checklist (to be completed later)
2. Before the child's last day at MHS, he/she is to obtain a withdrawal checklist from the counseling office and schedule an exit interview with his/her counselor. The student must present the checklist to each of his/her teachers, coaches, the Library and the Assistant Principal for a grade and/or obligation update.
3. On the student's final day at MHS, he /she is to submit the completed withdrawal checklist and undergo the exit interview. In return, the student will receive a transfer packet containing transfer cards, immunization data, and an unofficial transcript. **If all signatures are not obtained, no records will be released.**

## **STUDENT SERVICES**

#### **The School Counseling Department (Board of Education File Code 2411)**

Each student is assigned a Counselor for the duration of their high school experience. The Counseling Department at Moorestown High School provides guidance and counseling services to all students from the time they enter the high school until graduation. Often students also return for post-high school guidance. Counseling supports the academic component of the high school through a series of both planned and informal activities designed to assist students to understand themselves better; to cope with the normal problems associated with growing up; and to become contributing citizens. The

goal of the counseling process is to meet the individual needs of each student and to help students achieve a productive high school experience. Counseling services are designed to help students with their educational, vocational, and social development.

More than a program of activities, guidance and counseling provides a relationship that exists between a student and his or her counselor, the one adult at school who will play a continued and key role during the duration of the student's high school life. From grades nine through twelve, the counselor advises and counsels students about the selection of courses; relationships with teachers and other significant adults; relationships with peers; extracurricular involvement, and career and post high school plans. Helping students to cope with pressures, tensions, and the day-to-day problems of growing up in a complex, multi-faceted society is an integral part of the counseling department's functions.

Counselors serve in a liaison function, on behalf of the students, between school and home, teacher and student, school and college, school and employer, and the students. Getting to know the student well and understanding the student's aptitudes, abilities, and aspirations help the counselor carry out this important function. The continuity of this personal student/counselor relationship and the value of trust and caring are at the heart of all counseling activities and services.

Guidance counselors maintain students' records. A permanent record card and a student cumulative folder are kept in the counseling office. The availability of these records is important in conferences with students and their parents. The official transcript is prepared from the permanent record card and is used to transmit students' academic records to colleges and/or prospective employers. In these cases, information about a student is not released without the permission of the student and parent.

Although much of the guidance and counseling at Moorestown High School is done on an individual basis, many planned, structured programs are scheduled to accomplish the objectives of the Counseling Department. Some of these activities involve only students; others involve students and parents, college and employment representatives, or community resources.

Special activities are scheduled as follows:

- Orientation conferences — in the fall with 9<sup>th</sup> grade and newstudents
- Program planning conferences — in February-March for grades 9-11
- College and post-high school planning conferences — in the spring semester with 11<sup>th</sup> grade students
- College selection conferences—in the fall semester with 12<sup>th</sup> grade students
- Test results dissemination and interpretation
- PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test)
- SAT (Scholastic Aptitude Test) and ACT (American College Test)
- SAT Subject Area Tests

Services include:

- Providing and monitoring the testing program
- Providing working papers
- Providing career resource materials
- Providing a college catalog library and/or internet access
- Guiding the College Admissions Process—a series of planned activities for college-bound 11<sup>th</sup> and 12<sup>th</sup> grade students and parents
- Providing Financial Aid Workshops for 12<sup>th</sup> grade students and their parents
- Processing college applications, transcripts and recommendations for 12<sup>th</sup> grade students and for students seeking special summer programs or transfers
- Small group and individual counseling sessions addressing personal, emotional, social concerns

#### **Obtaining School Work for Extended Absences**

If a student is absent due to illness for three consecutive days, but the student is able to do school work at home, parents should contact the guidance office (ext. 12170) to arrange for pick-up of assignments. At least 24 hours notice should be provided to enable the office to contact the student's teachers and to receive assignments. We also suggest using a "buddy" system. It is helpful to obtain the phone number of a classmate to ascertain homework and details in the event absences are less than 3 days. This procedure should also be followed if the absence is for scheduled medical reasons of less than two weeks.

#### **2330 HOMEWORK**



The Board of Education believes the purpose of homework is to expand student understanding of important concepts as each child develops essential skills across the curriculum.

Homework completion helps students to acquire strategies related to organization, responsibility, and time management.

The Superintendent shall develop regulations for the assignment of homework according to these guidelines:

1. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school;
2. Homework should help children learn by providing practice in the mastery of skills, exploration of new concepts, experience in data gathering and integration of knowledge, and an opportunity to remediate learning problems;
3. Homework should help develop the pupil's responsibility and provide an opportunity for the exercise of independent work and judgment;
4. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the pupil.
5. As a valid educational tool, homework should be clearly assigned and its product carefully reviewed and feedback should be reported to the pupil;
6. The schools should recognize the role of parent(s) or legal guardian(s) by suggesting ways in which parent(s) or legal guardian(s) may assist the school in helping a child carry out assigned responsibilities; Homework should always serve a valid learning purpose; it should never be used as a punitive measure.
7. Assignment of work should be presented within normal school operating hours.
8. Assignments completed via technology should have posting deadlines within normal school operating hours.
9. Assignments shall not be due the day after District observed religious holidays and extended vacations will be assigned at least 4 school days in advance of the due date and not due immediately upon return.

#### **Homebound Instruction** (Board of Education File Code 2412)

In the event of an extended absence, (**more than two weeks**) homebound instruction can be requested with no cost to the family. Parents/guardians are asked to comply with the following guidelines should their child require this service.

1. Contact<sup>7</sup> the Guidance Services Administrator (ext. 12170) and apprise him/her of the child's status.
2. Submit<sup>8</sup> to the Guidance Services Administrator (ext. 12170) in charge of homebound instruction:
  - A note from the parent or guardian stating that the child is in need of homebound instruction.
  - A physician's note stating the diagnosis and approximate length of time that homebound instruction will be required.
3. Obtain the Homebound Instruction booklet containing detailed information about homebound instruction procedures from the homebound secretary.
  - A student's main priority, while on home instruction, is to follow the doctor's directions for recovery and at the same time try to maintain his or her academic program.
  - A parent/guardian or appropriate adult authority must be present during the period of instruction.
  - Students on homebound instruction are still full time students at Moorestown High School and must follow the same expectations as if they were in school.
    - Instruction will follow the MHS course curriculum.
    - The regular classroom teacher's assessments, mid-term (if applicable) and final exam must be given at the high school. Requests for exceptions to taking any assessments at the high school must be made in writing to the Principal.
    - Students may not be employed during the regular school day.
    - Students may not participate in extracurricular activities/field trips while on home instruction or part time home instruction. Requests for exceptions must be made in writing to the principal. The request must also include a doctor's note indicating that the student is well enough to participate.
4. When the student is able to return to school, the following information must be submitted to the Guidance Services Administrator:
  - A note from the parent or guardian stating the date that the child will be returning to school.

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<sup>7</sup>

<sup>8</sup> Students with an IEP should contact the Child Study Team to request home instruction.

- A physician's note stating that the student is well enough to return to school and any restrictions the student may still have.

### College and Other Post-Secondary Planning

Please adhere to the following when submitting college applications:

1. Student secures the application from the college.
2. Student petitions teacher(s) for recommendations (if needed). Student should provide the teacher(s) with the college's form or Moorestown High School's form as well as a stamped, addressed envelope. Teacher(s) will mail forms directly to college.
3. Student completes all required sections of the application then submits **appropriate** application materials to his/her counselor's secretary allowing **three (3) weeks** lead time to meet specific deadlines. A parent notification card (white) and a receipt of application card (yellow) are completed at this time.
4. Student and/or parent completes the *Transcript Release Form* (one form for each transcript to be sent) and *Counselor Recommendation Waiver Form* and submits them to the Counseling Office.
5. Counselors submit school-side documents via Naviance.
6. If a student files an online application, he/she must notify the counselor to ensure that a transcript is sent.

In submitting a request for a transcript and recommendation letter, be sure to allow a minimum of **three (3) weeks notice** to the counseling office. Those applications which have a January 1 deadline must be submitted before **December 1** in order to take into account the number of days the school is closed for December vacation. In response to The College Board's implementation of score choice in 2009, photocopies of SAT and ACT scores are no longer included with the high school transcript. All SAT and ACT scores should be sent to the colleges and universities directly from the testing center which administers those tests.

The Counseling Office will only send mid-year grades to the schools students designate. A written request (form available) must be submitted to the Counseling Office no earlier than January 2. At the completion of the senior year, the Counseling Office will ask each senior to complete a final transcript request, providing the name of the school and NCAA if applicable.

### Employment Certificates/Working Papers

"Employment Certificates" (working papers) are required for employment of any minor up to 18 years of age in any occupation except for work in agriculture, theatrical and newspaper distribution trades, for which special permits are required up to 16 years of age (New Jersey Child Labor and School Attendance laws). Working papers for all other general employment can be obtained from the Guidance Office secretary.

A completed **Promise of Employment** form, physical examination, and a birth certificate or proof of age are all required in order to process the working papers. All students seeking work must have a Social Security Number. Social Security card applications may be obtained from the nearest Social Security Office.

Any student who is a resident of Moorestown can receive a free physical for working papers. Any student who received a sports physical during the school year can present a copy of it in order to process his/her working papers.

### Community Service

Anyone who has taken the time to help others knows that the good feeling one gets from volunteering is reward enough. The willingness to commit time and effort to assist others is a character trait that is valued by colleges and employers. To recognize student efforts, Moorestown High School students can earn designation on their transcripts for service to the community.

Transcript recognition begins at 50 hours per service year and increases in the following increments:

- 50+ hours – Outstanding level of service
- 100+ hours – Exceptional level of service; President's Volunteer Service Award (Bronze)
- 175+ hours – Exceptional level of service; President's Volunteer Service Award (Silver)
- 250+ hours – Exceptional level of service; President's Volunteer Service Award (Gold)

In addition to transcript designation, students who successfully record between 50 and 99 hours of community service in one service year will be awarded a certificate denoting an *Outstanding* level of service for the year. Students who submit 100 or more hours in one service year will be awarded a certificate denoting an *Exceptional* level of service for the year. In addition to internal recognition, the *President's Volunteer Service Award* is presented to students that record over 100 community service hours in a service year. Each year, the MHS Community Service Council will honor the students who have cumulatively recorded service hours within the top 10% of their graduating class. Membership in an MHS-sponsored club or activity is not a prerequisite for community service recognition.

In order to receive credit for community service hours, students must submit their community service hours digitally by the specified deadlines. All policies and procedures for recording community service hours are outlined on the following website: <http://tinyurl.com/MHSCommunityServiceGuidelines>

The Moorestown High School Community Service Council allows students to record volunteer hours for unpaid service that:

1. Directly benefits people that are experiencing poverty, discrimination, abuse, poor health, old age, and/or physical-mental limitations;
2. Provides academic support or other enrichment activities for students or community members;
3. Relates to public safety or the protection of animals/environments;
4. Enhances the betterment of the community through community-building activities; or
5. Supports the mission of a non-profit organization

Please Note: Community service hours will **not** be awarded for in-kind donations or travel to and from a service activity.

#### **Student Assistance Coordinator**

Students or their families may voluntarily request help with personal issues through the Student Assistance Office located in the Counseling Suite. Confidential intervention, counseling and referral services are available for a variety of problems, including alcohol or drug issues, divorce, death, eating disorders, depression, or similar issues which might impact a young person's ability to succeed academically. Anyone with concerns about students may contact the Student Assistance Coordinator (856-778-6610 x12192) for help.

Working closely with our local parent support programs, alternative drug-free activities, such as Project Graduation, service events, all-night dodgeball, and poetry slams, may be organized through the Student Assistance Office.

#### **Intervention and Referral Services Team (I&RS)**

There are times in a student's life when specific issues outside of school (divorce, suicidal thoughts, death of a parent, drug abuse, etc.) may prevent a young person from taking full advantage of the school's opportunities. To help students make the best use of school, the Intervention and Referral Services Team (I&RS), made up of the substance awareness coordinator, nurse, counselors, child study team representative, a teacher, and an administrator, provide confidential resources for help.

Services recommended by the I&RS include such things as in-school discussion groups for students, individual counseling, referral to outside treatment facilities, and linkage to other services.

### **STUDENT ACTIVITIES AND ATHLETICS**

All students at Moorestown High School are eligible and encouraged to become involved in the extra-curricular activities at the school, provided they meet the standards that have been established by the Board of Education, the district and school administration, and the appropriate state regulating bodies (ie – NJSIAA). These activities are privileges available to students based on the following guidelines.

#### **Student Activity Fee**

<b>School</b>	<b>1<sup>st</sup> Student</b>	<b>2<sup>nd</sup> Student</b>	<b>3<sup>rd</sup> Student</b>	<b>FAMILY CAP</b>
<b>MHS</b>	<b>\$150</b>	<b>\$150</b>	<b>\$0</b>	<b>\$300</b>
<b>WAMS</b>	<b>\$150</b>	<b>\$150</b>	<b>\$0</b>	<b>\$300</b>

All students participating in school-sponsored athletic or co-curricular activities must pay the MTPS Student Participation Fee.

#### **Payment Information**

- The fee is a one-time payment for the entire school year with a family cap of \$300.
- Payment is submitted via <http://payschoolscentral.com/>
- [Payschools Registration User Guide](#)
- Please see MTPS Athletic Website
- Students who qualify for the Federal Free and reduced Lunch Program are EXEMPT from paying the Participation Fee. The form can be found on the MTPS District website in the lunch program menus under the parent tabs [https://www.mtps.com/for\\_parent/lunch\\_program\\_menus](https://www.mtps.com/for_parent/lunch_program_menus)

#### **Deadlines:**

- The day of the first regular-season contest.
- Any student not paying the fee as of the deadline will be removed from their activity and **will not be allowed to participate in any capacity** until the Participation Fee has been paid.

#### **Conditional Refunds:**

- If a student is not selected to participate in an activity, they will receive a refund if it is the only activity they plan to participate in during the school year. If the student is not selected, the parent must request a refund, in writing, to the building principal.
- Any participant who voluntarily chooses to leave a club, activity, or team or is dropped for disciplinary or academic deficiencies is **not eligible for a refund** after the first official date of the activity, not including the pre-season or audition period.

#### **Technical Difficulties:**

- If you have technical issues with the PaySchools website, please email [genesishelp@mtps.com](mailto:genesishelp@mtps.com).

### Daily Participation Requirements

1. To be eligible to participate in a practice or athletic contest, a student must be present for a minimum of four hours of instruction. For example, if a student were to have an early dismissal for the day, the student must attend school from the beginning of the school day to the end of 7th period or 11:45 am. Or if the student arrives late to school, the student must sign into school by the end of 3rd period or 9:52 am. This includes early dismissal for teams as well. In order for the student to participate with the team that is being dismissed early, he or she must be in school for a total of 4 hours. An exception can be made if the absence from school is cleared by administration prior to the day of absence. The Principal or his designee may declare the student eligible.
2. Students who are not medically cleared to participate in physical education class cannot participate in athletics until they provide documentation by their physician allowing them to resume PE class.
3. Students with disciplinary obligations must fulfill their obligations before participating in their co-curricular activity. Failure to do so may result in a student being removed from the practice field and/or held out of games/activities.
4. ***All students participating in the day's activity must be transported by the Board of Education approved method of transportation. Exceptions must be directed to the building Principal or his/her designee at least one day in advance by completing a Transportation Waiver Form..***

### **Academic Eligibility**

All students in grades 10-12 must have successfully completed 30 credits of school work the prior school year (September 1 – August 30) to be eligible to participate in all interscholastic athletics and extra-curricular activities during the fall and winter seasons. All entering first year 9<sup>th</sup> graders are eligible in the fall and winter seasons.

To be eligible for participation in the spring season, all students in grades 9-12 must have attained the passing equivalent of 15 credits by the end of the first semester.

Seniors may be eligible in the second semester of their senior year even when they carry less than 15 credits during the first semester provided they are meeting their school district's graduation requirements and are passing or have withdrawn-passing in all courses in which they are enrolled at the start of the first semester. Students should be cautioned not to register for the minimum credits (15) in the first semester of their senior year, since a failure of just one course will result in ineligibility in the second semester.

### **Home School Participation Policy**

Only those students enrolled in Moorestown High School are eligible to participate in afterschool programs and athletics.

### **Extra-Curricular Code of Conduct**

Moorestown Township Public Schools prides itself on all of its pupils and personnel adhering to the highest ethical standards. The district recognizes the inherent value and the direct relationship of good behavior and positive ethical decisions to the success of all our programs. Participation in our programs is a privilege. This Extracurricular Code of Conduct covers conduct on and away from school grounds, before, during and after the scheduled duration of a program/activity or season during the pupil's eligibility period. During a pupil's period of eligibility, defined as the first day of grade seven through grade twelve, the following constitutes the MTPS Extra-Curricular Code of Conduct:

1. Pupils shall demonstrate good sportsmanship and good behavior at all times, and shall conduct themselves in an orderly manner before, during and after school hours.
2. Pupils are responsible to meet all extracurricular eligibility requirements of the New Jersey State Interscholastic Athletic Association and/or the Board of Education, as identified in the Moorestown School District Student Handbooks, including, but not limited to enrollment, attendance, and academic standards. If a pupil does not meet these standards, the pupil may not be eligible to participate in extracurricular activities.
3. Pupils shall observe all organizational rules imposed by coaches, directors, and/or advisors.
4. Pupils shall not participate in hazing, intimidation or bullying of any kind; nor shall pupils participate in any initiation activities unless approved by the Superintendent, or his or her designee, in writing, in advance.
5. Pupils shall not use, possess, buy, distribute or sell any prohibited substance, including alcohol, tobacco, steroids, or any other controlled substance, as defined in the District's Drug and Alcohol Policy, File Code 5131.6, unless prescribed by a pupil's doctor for the pupil's personal use.
6. Pupils are responsible for all equipment issued to them and will return equipment when requested per school procedure. **Pupils will not be eligible for any ensuing season or activity if they have not met their obligation to return or make prompt restitution for any equipment issued after the end of the season or activity. This also includes any obligations beyond athletics (textbooks, fines, etc.).**
7. Failure to comply with the Extra-Curricular Code of Conduct may result in disciplinary actions at the sole discretion of the coaches and/or the administration/Board consistent with Board Policy, and all applicable regulations and state and federal law. Such disciplinary actions may also result from conduct that occurs away from school grounds and/or outside the scheduled duration of a program/activity or season when such conduct constitutes a reasonable threat to the physical or emotional safety and well being of the pupil, other pupils, staff and school grounds. Actions could include suspension or expulsion from all teams, clubs, activities or organizations. Suspension and/or expulsion from any team, club or organization for any reason may result in forfeiture of any or all team/club/individual awards for that activity.
8. Students are prohibited from using any electronic equipment in the locker rooms, bathrooms, or any other places where privacy is expected for the purpose of taking photos or videos.

### **Physical Examinations, Health History, Emergency Information** (Board of Education File Codes 5310)

State law requires that all participants in athletic sports be examined by a physician and certified to participate. Health History Update and Emergency Medical Forms must be completed prior to each season. Registration for sports is done online @ [www.mtps.com](http://www.mtps.com).

### **Student Conduct** (Board of Education File Code 5600)

Students who represent Moorestown High School in any sport, extracurricular activity, club, office and/or a leadership position in a school organization or at a school sponsored event are held to the highest level of conduct. All participants, members and representatives who receive disciplinary action will face the standard code of consequences as determined by the administration, and may be subject to further disciplinary measures at the discretion of their coach, sponsor or advisor. This may include removal from office, dismissal from membership, suspension from play and/or exclusion from participation.

### **Interscholastic Sports Programs**

High School sports instill valuable life lessons. They teach our children that practice, self-sacrifice, and commitment lead to success; that collaboration and teamwork lead to achievement; that losing with honor is more praiseworthy than winning by cheating; and that sportsmanship means abiding by the rules and being humble in victory and gracious in defeat.

Under the Memorandum of Understanding, NJSIAA agreed to amend its by-laws to declare that verbal or physical harassment related to race, gender, ethnicity, disability, sexual orientation, or religion by any person--e.g., athlete, coach, staff member, or spectator--will be deemed a violation of the Sportsmanship rule and subject violators to discipline and ejection. NJSIAA also agreed, among other things, to (a) provide training to game officials to make certain that they vigilantly enforce the amended Sportsmanship rule and ensure violations are penalized; (b) provide training to athletes and school officials on the Sportsmanship rule; and (c) warn athletes and spectators at each event that such conduct will not be tolerated.

Under the 2013 Memorandum of Understanding, the NJSIAA also amended its by-laws to give it authority to require schools, leagues, conferences, or the Controversies Committee to investigate and report any such incidents to the NJSIAA, which retains the authority to conduct its own investigation and take whatever action it deems appropriate. The NJSIAA notifies DCR of all such incidents. Like the NJSIAA, the DCR retains the authority to conduct its own investigation and take whatever action it deems appropriate.

Moorestown High School is a member of the New Jersey State Interscholastic Athletic Association, the Olympic Conference, the West Jersey Football League, and the South Jersey Interscholastic Swim League. All sports are played under the rules of these organizations. The sports program is extensive and of a very high quality. Students are encouraged to supplement their academic endeavors with participation in our fine athletic program.

**Athletic Eligibility**

In order for students to participate in interscholastic athletics or New Jersey Special Olympics, students must be in good academic standing and the following must be properly documented and completed online.

- |                                  |                      |
|----------------------------------|----------------------|
| Advised Consent                  | Health History Form  |
| Emergency Contact Form           | Physical Exam Form   |
| Concussion Education/IMPACT Test | Cardiac Education    |
| Random Drug Testing              | Eye Injury Education |

**Additionally, hard copies of the Sports Physical Forms and Health History Update Forms MUST be submitted to the Nurse's Office before the athlete is declared eligible for participation.**

The following includes a list of the athletic programs available at Moorestown High School:

	<u><b>Boys</b></u>	<u><b>Girls</b></u>
Fall	Cross Country Football Soccer Cheerleading* Unified Soccer	Cross Country Field Hockey Soccer Tennis Volleyball Cheerleading* Unified Soccer
	<u><b>Boys</b></u>	<u><b>Girls</b></u>
Winter	Basketball Swimming Wrestling Cheerleading* Unified Basketball Unified Bowling	Basketball Swimming Cheerleading* Unified Bowling Unified Basketball
	<u><b>Boys</b></u>	<u><b>Girls</b></u>
Spring	Baseball Golf Lacrosse Tennis Track Volleyball Unified Track	Golf Lacrosse Softball Track Unified Track

*\*These activities are not NJSIAA sanctioned teams, however they are required to meet the same eligibility standards*

### **Conduct at Athletic Events** (Board of Education File Codes 5600)

Sportsmanship is one of our country's and our school's proudest traditions. Courtesy, fairness and accepting winning and losing gracefully are the marks of sportsmanship. Whether on our home field or a guest at an away game, please practice these at all times. All Moorestown students (and spectators) are expected to treat officials, opponents and other visitors with respect and courtesy. At no time will booing, razzing or profane language be tolerated. **Violations of any amenities by anyone will result in their immediate removal from that event.** It may also result in the loss of the privilege to attend future events. For Moorestown students, it will be at the discretion of the administration to take further disciplinary action. It is important that we do our best as spectators and good sports to represent our school teams and community well at all times.

### **Clubs, Organizations, and Activities**

A wide variety of clubs and other student organizations are available to Moorestown High School students to supplement the curriculum and to satisfy the diverse interests of students. Each activity has a faculty sponsor or advisor. Students are asked to become involved at the beginning of the school year. All activities are open to all students.

It should be noted, however, that participation in special extra-curricular activities such as field trips, Homecoming, the Teen Arts Festival, class trips, junior-senior prom, and commencement is contingent upon adequate, timely daily attendance and acceptable conduct. All student-related activities must have the appropriate supervision of a sponsor or advisor and the approval of the administration.

### **Activity and Club Eligibility**

In order for students to participate in extracurricular activities, students must be in good academic standing and the following documentation must be properly completed and on file with the athletic/student activities office:

Advised Consent (as needed)

Emergency Contact Form

A full list of clubs offered during the upcoming school year is available in the main office, guidance office, and athletics office.

### **Prom and Senior Class Trip**

(Board of Education File Codes 2340, 5850)

- **The Prom** is a junior/senior event that is held at an off-campus location determined on a yearly basis. Students must purchase tickets in advance. **Any student bringing an out-of-district guest must complete an Out-of-District Guest Form prior to the purchase of tickets.** All school policies and rules apply as at any other school-sponsored event. Students attending the prom must be in attendance in school for the duration of the school day on the day of the prom unless previous notification to the principal or designee has been approved. Failure to abide by these policies may result in the student's restriction from the event.
- **The Senior Class Trip** is generally five days long, with four nights spent "on location." In order for the Board of Education to approve a senior trip, 75% of the eligible class members must plan to participate. (Students unable to participate in the trip because of employment or athletic contests shall be counted in the number of students participating.) Each student pays his/her own way and agrees to follow all school rules and special trip regulations. An administrator, a number of faculty chaperones and the senior class advisors accompany the group.
- The Principal reserves the right to deny participation for the prom and senior trip for any individual(s) who is deemed incapable of conducting himself in an appropriate manner or may cause a problem to the safety of others (see also Social Probation) **OR** for academic and/or attendance issues.
- Any violation of school policies and rules at the Prom or on the Senior Class Trip may jeopardize a student's participation in the Commencement exercises.

### **Commencement** (Board of Education File Code 5127, 5460)

Participation in commencement is a privilege, not a right. It is a dignified, formal occasion, and seniors who participate in the ceremony must have fulfilled all academic and attendance requirements for graduation, as well as having demonstrated consistent, acceptable conduct (see also Social Probation). If a senior is to participate, he/she will be required to meet standards of attire and decorum on the day of the event. The exclusion of any student will be at the discretion of the Principal.

### **Graduation Recognitions**

Senior students recognized as the valedictorian and salutatorian at Moorestown High School graduation will be selected based on the seventh semester weighted grade point average (WGPA). The senior student with the highest seventh semester WGPA will be named the valedictorian and the student with the second highest seventh semester WGPA will be named the salutatorian.

Additional recognition at graduation will include the following (based on 7<sup>th</sup> semester GPA):

- Students with a WGPA of 4.250 and higher will wear a Gold/Gold honor cord and be noted in the graduation program with a plus (+) for Highest Honors.

- Students with a WGPA of 4.000 to 4.249 will wear a Gold/Black honor cord and be noted in the graduation program with an asterisk (\*) for High Honors.
- Students with a WGPA of 3.700-3.999 will wear a Black/Black honor cord and be noted in the graduation program with a hash mark (#) for Honors.
- Students with a perfect 4.00 average for all four years (all A grades) will wear a White tassel and be noted in the graduation program with a "P".
- Students with all A's for all courses in all marking periods will be noted in the graduation program with a (#)

*PLEASE NOTE THAT THIS HANDBOOK WAS PUBLISHED AT THE CONCLUSION OF THE LAST SCHOOL YEAR. SOME POLICIES AND PROCEDURES MAY HAVE BEEN UPDATED PRIOR TO THE START OF THE CURRENT SCHOOL YEAR. PLEASE GO ONLINE TO <http://mhs.mtps.schoolfusion.us> FOR UP-TO-DATE STUDENT HANDBOOK AS WELL AS BOE POLICY.*