

**MONROE TOWNSHIP  
HIGH SCHOOL  
200 Schoolhouse Road  
Monroe Township, New Jersey 08831**

**Telephone (732)521-2882**

**STUDENT HANDBOOK  
2018-19**

**ADMINISTRATION**

**Mr. Scott Madreperla, Acting Principal  
Mr. Giuseppe Calella, Assistant Principal  
Dr. James Cernansky, Assistant Principal  
Mr. Michael Collins, Assistant Principal  
Dr. Kevin Higgins, Assistant Principal**

**High School PTO**

**Ms. Kelli Antonacci-President  
Ms. Rachel Tilbor-Vice President**

**“Education is not the learning of facts, it’s rather the training of the mind to think.” Albert Einstein**

Dear Parent and Student,

On behalf of the entire faculty, we welcome you to the 2018/2019 school year. It is my great pleasure and honor to serve as your Acting Principal. Our goal is to provide students with the best programs and instruction in the safest environment within a world class facility.

This year we will continue to evolve with our 1:1 initiative in such a way for students to maximize the way they learn, communicate, collaborate and apply technology to be best prepares to complete and thrive in a complex and changing world.

We will continue to focus on the students and their needs and to make the student the center of the curriculum. We urge our students to set high standards and goals, get involved, participate fully and approach their education with the seriousness, focus on active participation by the students..

Our goal at MTHS is to create students who are reflective practitioners within the curriculum. We want our students to think widely and deeply and explore ideas thoughtfully, not just process information. Each curriculum has been developed with the goal that is student centered with a focus on active participation by the students.

This handbook is designed to provide you with the organizational system and the information you will need to know as you venture through the school year. Please take special note of our attendance policy, discipline policy, and dress code. Our purpose is to ensure that you recognize the importance of attending school every day and are offered a quality education within a safe, orderly, and academically enriching environment.

Scott Madreperla  
Acting Principal

**CENTRAL ADMINISTRATION**

**Mr. Robert Goodall**  
*Acting Superintendent of Schools*

**Mr. Michael C. Gorski, CPA**  
*Business Administrator / Board Secretary*

**Ms. Marietta Ruella**  
*Director of Pupil Personnel Services*

**MONROE TOWNSHIP BOARD OF EDUCATION**

**Ms. Kathy Kolupanowich**  
*President*

**Mr. Steve Riback**  
*Vice President*

**Ms. Michele Arminio**  
**Mr. Marvin Braverman**  
**Mr. Ken Chiarella**  
**Ms. Jill DeMaio**  
**Ms. Patricia Lang**  
**Ms. Dawn Quarino**  
**Mr. Frank Russo**

*Jamesburg Representative*  
**Mr. Paul Rutsky**

*Student Board Members*  
**Sreeja Mamillappi**  
**Manana Shah**

**MONROE TOWNSHIP HIGH SCHOOL  
ADMINISTRATION**

**Mr. Scott Madreperla**  
*Principal*

**Mr. Giuseppe Calella**  
**Assistant Principal**

**Dr. James Cernansky**  
*Assistant Principal*

**Mr. Michael Collins**  
*Assistant Principal*

**Dr. Kevin Higgins**  
*Assistant Principal*

**DISTRICT SUPERVISORS**

**Mr. Greg Beyer**  
*Supervisor of Physical Education, Health, Athletics and Activities*

**Ms. Bonnie J. Burke- Casaletto**  
*Supervisor of Science and Social Studies*

**Dr. Michele Critelli**  
*Supervisor of Guidance*

**Ms. Susan Gasko**  
**Supervisor of Mathematics and Instructional Technology**

**Mr. Zachary Morolda**  
*Supervisor of the Applied Arts & Careers Technology*

**Ms. Laurie McConnell**  
*Supervisor of Grants, Testing and Special Programs*

**Ms. Monica Heinze**  
*Supervisor of Special Education*

**Dr. Kelly Roselle**  
*Supervisor of Language Arts, Media and World Languages*

### **Mission Statement**

The Monroe Township School District in collaboration with the members of the community shall ensure that all children receive an exemplary education by well trained committed staff in a safe and orderly environment.

### **Vision Statement**

The Monroe Township Board of Education commits itself to all children by preparing them to reach their full potential and to function in a global society through a preeminent education.

### **Monroe Township School District Beliefs**

- All decisions are made on the premise that children must come first
- All district decisions are made to ensure that practices and policies are developed to be inclusive, sensitive and meaningful to our diverse population
- We believe there is a sense of urgency about improving rigor and student achievement
- All members of our community are responsible for building capacity to reach excellence
- We are committed to a process for continuous improvement based on collecting ,analyzing, and reflecting on data to guide our decisions
- We believe that collaboration maximizes the potential for improved outcomes
- We act with integrity, respect and honesty with recognition that the schools serves as the social core of the community
- We believe that resources must be committed to address the population expansion in the community
- We believe that here are no disposable students in our community and every child means every child

## Monroe Township High School Mission and Beliefs

### Mission Statement

As an evolving, educational community, Monroe Township High School will design, develop and deliver an educational program which fosters intellectual and personal growth by providing all students with an equal opportunity to acquire the knowledge, skills and strategies needed to become productive, responsible citizens contributing to society.

### MTHS Beliefs Statements

- The education of students is our primary responsibility that is cooperatively shared by students, educators, parents and community.
- Every student has the right to a quality education and equal access to appropriate learning opportunities.
- Learning is a dynamic, life-long process.
- Education must be relevant and responsive to an ever-changing world.
- Co-curricular activities are an integral part of the educational community.
- Students are worth the investment in educational excellence.
- All students and staff are entitled to a clean, comfortable, healthy and safe environment.
- Since students learn in different ways, a variety of strategies and materials are needed for learning to be maximized.
- Higher expectations result in better performance.
- Consistent effort, long-term commitment, and a positive attitude are essential for success.
- Creativity and flexibility are elements of the educational process.
- Professional autonomy provides incentive for teacher creativity.
- Education should provide positive role models for students.
- Responsive leadership is a necessary component of a quality education program.
- An educated citizenry is essential to the success of a democratic society.

## Governance of the School

The Principal of Monroe Township High School is responsible for the overall operation of the school, enforcing Board of Education policy and administrative procedures.

The Assistant Principals share many leadership duties, including working with students, parking procedures, graduation, and the observation and evaluation of teachers.

The Supervisor of Athletics, Health & PE, & Co-Curricular Activities, is responsible for all aspects of the activities program - athletics, clubs, special events, etc.

Department Coordinators work with teachers on issues such as curriculum, teaching methods, budget development, and related issues.

The Student Council, representative of the entire student body, is a focal point for concerns and interests of all pupils.

Each grade level has elected class officers who work on various projects including fund raising and community / school service.

The Student Action and Multi-Cultural Committees meets monthly with the Administration to discuss issues directly affecting Monroe Township High School and its students.

**MONROE TOWNSHIP HIGH SCHOOL  
ALMA MATER**

*Words and Music by Harold Heinz – MTHS Teacher, Retired*

Quest for truth and knowledge in our world,  
Young adults have grown from boys and girls.  
These are some of many things,  
To Monroe High we sing.

Dedication and integrity,  
Striving for a world of harmony,  
These are some of many things,  
To Monroe High we sing.

Strong foundations built through sacrifice,  
Friendships forged to last through time.  
Understanding of our fellow man,  
These will be the ties that bind.

Thinking fondly back on days of old,  
We'll recall the purple and the gold.  
These are some of many things,  
To Monroe High we sing.  
These are some of many things,  
To Monroe High we sing.



## TABLE of CONTENTS

|   |    |
|---|----|
| Academic Incentive Program.....                   | 17 |
| Acceptable Use Policy .....                       | 40 |
| Aggressive Behavior .....                         | 54 |
| Arrival Time for Students .....                   | 20 |
| Attendance Policy.....                            | 56 |
| Bell Schedules .....                              | 73 |
| Bicycles and Mopeds .....                         | 21 |
| Cafeteria Regulations .....                       | 20 |
| Classroom Preparation.....                        | 18 |
| Class Rank.....                                   | 16 |
| Co-Curricular Activities - Eligibility .....      | 65 |
| Academic Eligibility Requirements-Athletics ..... | 66 |
| Appeal Process.....                               | 69 |
| Behavioral Eligibility Requirements .....         | 68 |
| College and Career Counseling Center .....        | 11 |
| Courses that Receive Extra Points.....            | 17 |
| Cut Policy .....                                  | 61 |
| Discipline Policy.....                            | 27 |
| Dress Code.....                                   | 26 |
| Dropping a Course .....                           | 15 |
| Early Dismissal Procedure.....                    | 22 |
| Early Release .....                               | 22 |
| Early Graduation Guidelines.....                  | 13 |
| Electronic Devices .....                          | 26 |
| Fighting and Violence in Schools .....            | 53 |
| Fire Drills.....                                  | 20 |
| Flag Salute and Pledge of Allegiance.....         | 20 |
| Fund Raising.....                                 | 71 |
| Governance of School.....                         | 7  |
| Grading Policy .....                              | 14 |
| Graduation Requirements.....                      | 12 |
| Guns and Weapons on School Property.....          | 52 |
| Hallways .....                                    | 20 |
| Honor Roll .....                                  | 18 |
| Principal's List.....                             | 18 |
| Inclement Weather .....                           | 22 |
| Late to School .....                              | 61 |
| Lockers .....                                     | 25 |
| Lost and Found.....                               | 26 |
| Media Center.....                                 | 19 |
| Messages for Students .....                       | 21 |
| Mission and Beliefs .....                         | 5  |
| National Honor Society.....                       | 63 |
| Nurse (Health Office) .....                       | 24 |

|   |    |
|---|----|
| Parking – Senior Privilege Only .....     | 23 |
| Physical Education Requirements.....      | 13 |
| Plagiarism .....                          | 36 |
| Progress Reports .....                    | 14 |
| Proms – Junior / Senior .....             | 37 |
| School Bus Conduct .....                  | 54 |
| School Dances .....                       | 37 |
| Senior Exam Exemption .....               | 15 |
| Shelter in Place Drills .....             | 20 |
| Sign Out Policy .....                     | 22 |
| Smoking / Tobacco Use.....                | 54 |
| Student Drop-off .....                    | 21 |
| Substance Abuse .....                     | 43 |
| Tardy .....                               | 60 |
| Textbooks .....                           | 18 |
| Threats of Violence or Violent Acts ..... | 53 |
| Transfer Students – Class Rank .....      | 18 |
| Truancy.....                              | 61 |
| Visitors to the School.....               | 21 |
| Web Publishing Guidelines .....           | 42 |
| Working Papers.....                       | 11 |

### **College & Career Counseling Center**

At Monroe Township High School, the counseling department has six guidance counselors. These individuals will assist you with your concerns, including the selection or change of courses, good methods of study, discovering occupational and educational information, and problems of a personal nature. You are welcome to see them by making an appointment. Appointment slips can be picked up from your homeroom teacher or the College & Career Counseling Center Office and must be placed in the "Counselor Request" box in the office. Students will be notified as to the time of the appointment. We also have a "Student Assistance Coordinator" (Ms. Mullarney), who is available to help you with concerns, including drug/alcohol abuse.

#### **Working Papers**

Working papers are available through our College & Career Counseling Center. Students wishing to obtain working papers must report to the College & Career Counseling Office for the necessary information and form. This form includes a physician's certificate. The student must make arrangements for the physical examination by a doctor. The other section is a promise of employment that is to be signed by the prospective employer. The form with the student's birth certificate must be returned to the College & Career Counseling Center.

### **Graduation Requirements**

In order to graduate from Monroe Township High School, a student must obtain a minimum of 125 credits in grades 9-12. In addition, the successful completion of certain subjects is required as follows:

### **REQUIREMENTS for GRADUATION – A student must obtain a minimum of 130 credits in grades 9-12. In addition, the successful completion of certain subjects is required as follows.**

- 5 Credits Health and Physical Education for each school year enrolled
- 20 Credits Language Arts
- 20 Credits Mathematics \*
- 5 Credits Technology or Fourth Year of Science
- 15 Credits Science - Biology, Chemistry, Physics
- 15 Credits Social Studies
- 10 Credits Performing, Practical or Visual Arts
- 10 Credits World Languages
- 2.5 Credits Economics
- 2.5 Credits Personal Finance

\*The fourth year of Mathematics may be fulfilled by taking a computer course in either the Business or Math Departments or an Accounting course. Students enrolled in Algebra I (A/B) will receive 5 credits toward the mathematics graduation requirement and 5 credits toward electives.

Additionally, mandated testing set forth by the State of New Jersey must be satisfied by all students of every class. It should be noted, that only classes taken in grades 9-12 count toward the completion of these high school graduation requirements.

Career education is infused in curriculum for all grade levels.

### **Early Graduation Guidelines**

1. Students completing all requirements for graduation by the end of the junior year will be permitted to participate in the commencement exercises and may be considered for graduation awards.
2. Students completing all requirements for graduation after the end of the school year, e.g. during the summer following the junior year, will be part of the graduating class of the following year and will be awarded a diploma with that class. These students will be permitted to participate in commencement exercises with their class.
3. Early graduates will not be included in the senior class ranking. They will receive an approximate class rank on their transcript.

### **PHYSICAL EDUCATION**

1. In order to participate, physical education students are required to change into appropriate athletic attire consisting of a plain T-shirt and gym-style shorts or sweat pants/shirt or a warm-up suit; athletic socks or sneaker socks and gym shoes (sneakers) with laces and non-marring soles. For safety reasons, wearing jewelry is not permitted during physical education class.
2. Students with medical excuses from active participation in regular class activities must still report to physical education class. A note from a parent or guardian requesting a student be excused from physical activity is valid for a maximum of two (if so dated) successive classes. Notes from a parent must be presented to the physical education instructor prior to the start of class and include a telephone number for verification. Parent's notes will excuse students from active participation in class activities, however, students are required to sign up for after school P.E. make-up in order to make up all excused classes.
3. Any student may be excused from participation, for not more than two days, by presenting a parent's note to their physical education teacher. The student will still be required to make up all classes they are excused from after school.

4. To be excused from participation for more than two consecutive classes, students must present a note from a physician to the physical education teacher. That note at the time of the disability must be handed in before the third day of nonparticipation. Should the medical condition warrant, the student will be placed in an appropriate alternative setting with an assignment from the physical education teacher to be graded in lieu of participation while the student is disabled. Students excused by a doctor's note must present written permission from the physician in order to return to regular activity.

## **GRADING POLICY**

### **Student Grading Reports**

Student report cards will be distributed to all students at the end of each quarter. These reports serve as an indication of progress in school. Students will also receive progress reports each marking period. These reports will provide you with specific information regarding your performance during the marking period. Sufficient time will remain for you to correct any deficiencies, which are noted. In all cases teachers and counselors are available to answer any questions and to provide any assistance that you need. Do **not** assume anything! **Always** check with your teacher.

### **Marking System**

The marking system at Monroe Township High School is as follows:

|                    |                             |
|--------------------|-----------------------------|
| 90-100 Excellent   | I = *Incomplete             |
| 80-89 Good         | P = Passed                  |
| 70-79 Satisfactory |                             |
| 65-69 Poor         | WP = Withdrawn Pass Passing |
| Below 65 – Failure | WF = Withdrawn Fail         |
| Failing            | WFA=Withdrawl Failing       |

Incomplete- students have ten school days from the end of the marking period to make up missed class work due to verified absences.

The lowest grade a student will receive in each of the first two marking periods is 55. However, under certain circumstances, lower grades during the quarters are permissible with Department Coordinator's approval.

**Final Grade**

The final grade is determined using the following formula:

MP 1 = 21%

MP 2 = 21%

MP 3 = 21%

MP 4 = 21%

Final Exam = 16%

$(\text{Average MP 1-4} \times 84\%) + (\text{Final Exam} \times 16\%) = \text{Final Grade}$

**Senior Exam Exemption**

If one week prior to the administration of the final exam, a senior student has maintained a ninety-percent (90%) or better average, then this student may be exempt from taking the final in a full-year course.

This average will be calculated as follows:

Marking Period 1= 21% of MP Grade

Marking Period 2= 21% of MP Grade

Marking Period 3= 21% of MP Grade

Marking Period 4= 21% of MP Grade

If average cumulative is greater than or equal to 90%, then the senior student may be exempt from that final exam for that course.

Revised : July , 2008

**Dropping a Course**

Since each student is placed in a course after serious deliberation among students, parents, and guidance counselor, withdrawal is discouraged. Students have until June 30 to make adjustments to their schedules.

1. When a student drops a course (after three weeks), the student transcript will reflect W, WP, or WF depending on circumstances.
  - a. Withdrawal – Withdrew to select another level of some course. There is no penalty and current grade carried over to new course.
  - b. Withdrawal Passing – Without penalty due to special circumstances approved by Department Coordinator and Principal.

- c. Withdrawal Failing – Withdrew while failing; final grade is 45.
  - d. Withdrawal Failing –WFA-Violation of Attendance policy; final grade is 45.
2. Should the student wish to transfer to another course, he/she should be aware that a transfer might not be possible. If transferred, the student is obligated to make up any work previously assigned. The current grade will be carried to the new course.

If carefully planned, there is little need for change in a pupil's program. However, if a change is imperative, it is possible to do so easily prior to June 30<sup>th</sup> . A counselor is available for consultation during this time. Students must give the matter of course selection their utmost thought and consideration.

**Class Rank**

**Board of Education Policy # 5430**

Rank-in-class refers to the student's relative position in his/her class based on a numerical average.



### **Academic Incentive Program**

The purpose of this program is to provide incentive to students who take a more rigorous program of studies than is required. The incentive will be in the form of adding “points” to the student’s grades in specific courses for the purpose of “rank-in-class”. To receive these extra points a student must pass the course.

### **Courses that receive extra points**

All honor level courses receive eight (8) extra points.

All Advanced Placement courses receive ten (10) extra points.

Courses taken at the college / university level, as a result of higher level needs (with prior Principal’s approval) will also receive ten (10) extra points.

### **Additional Notes for Determining Class Rank**

1. A report card notation of “W” (withdrew) shall not be counted.
2. A report card notation of “WF” (withdrew failing) shall be counted as a 45.
3. A report card notation of “WP” (withdrew passing) shall not be counted for the average.
4. Lab Service credits shall not count for rank in class.
5. Summer school courses shall not be counted toward class rank.
6. College level courses taken that receive prior approval of the principal because an appropriate course is not offered within the high school curriculum shall be counted toward rank-in-class. In this case, the student shall be granted appropriate credit for the college level course when computing his/her class rank.

|          |                  |
|----------|------------------|
| Adopted: | June 27, 1990    |
| Amended: | January 13, 1993 |
| Amended: | June 09, 1993    |
| Amended: | July 22, 1998    |

### **Transfer Students – Class Rank**

In order for a student to be ranked, and therefore become eligible for selection as valedictorian and salutatorian, he/she must have earned a minimum of seventy (70) credits prior to the senior year.

Students who enter high school and do not have a minimum of seventy (70) credits prior to the senior year, will be given an estimated rank expressed in intervals of 5% (e.g., top 5%, top 10%).

### **Honor Roll**

To be eligible for the Honor Roll, students must achieve an overall average of 85%. Only *one* course may have a grade in the 75% to 79% range. If a student receives a grade less than 75% or if *more* than one grade is in the 75% to 79% range, then the student is not eligible for the Honor Roll.

### **Principal's List**

To be eligible for the Principal's List a student must attain a grade of at least 90% in **every** course that they are taking.

### **Textbooks**

All books are loaned to students for their use during the school year. Books should be covered and have the student's name on the cover. **Students must return books, iPads and other materials issued before taking their final exam. Lost books and damage done to any books is the fiscal responsibility of the student.**

## MEDIA CENTER

The library is open daily from 7:00 A.M. to 4:00 P.M., Monday thru Thursday, and from 7:00 A.M. to 2:00 P.M. on Fridays. Students may use this facility during school hours with a pass from a teacher, administrator or during their scheduled lunch. Upon arrival to the media center, all students must present their Student Photo ID and sign-in.

**The MTHS Collection:** The media center maintains a collection of over 11,000 volumes including audio books, periodicals and magazines.

**Media Center Services:** Internet and e-mail access, printing, copying and office software (for word processing), powerpoint, author visits, discussion groups, one book reads, reference questions, e-mail account information, etc. Multiple Subscription Databases are available in the media center and remotely. The librarian and the media center staff are available at all times to assist students with collection or database access and basic technology questions.

**Circulation:** All non-reference books, audio books and periodicals (back issues only) circulate, with Student Photo ID. Students are responsible for lost materials. Borrowing privileges will be suspended if borrowed material is not accounted for 12 weeks after the recorded due date or before the end of the school year, which ever comes first. Students are responsible for the compensation of lost materials or replacement in kind.

**E-Mail Accounts:** The Technology Department provides all students with individual and secure e-mail accounts, for academic related activities. Account information is available to students in the media center with appropriate Student Photo ID.

## **School Day for Students**

### **Arrival Time for Students**

Students may not enter the building before 7:15 a.m. All students must enter through the designated entrance. Provisions may be made regarding individuals wishing to meet with staff earlier than 7:15 a.m.

### **Flag Salute and Pledge of Allegiance**

New Jersey Law requires you to show respect for the flag of the United States of America. If you are conscientiously opposed to the pledge or salute, you may abstain from these ceremonies, without disrupting them.

### **Hallways**

Students are to walk on the right side of the stairs and halls. No running is permitted in the school building. Students are to be orderly whenever they are in the halls, so as not to disturb classes in session. **A PASS IS REQUIRED AT ALL TIMES.**

### **Cafeteria Regulations**

1. Students must maintain an orderly line when waiting to be served.
2. All lunch tables are to be cleared of trays, dishes, food, papers and eating utensils. No food is to be taken out of the cafeteria.
3. Students are to remain in the cafeteria or assigned areas. They must use the lavatories in the hallway by the cafeteria.
4. Students are not permitted to have restaurant food delivered to the school cafeteria. State guidelines do not permit the school to create a competitive situation against school lunch programs. The school is obligated to follow this regulation.

### **Fire Drills**

The law requires that we have one timed fire drill per month. Students and staff are to move 100 feet away from the building and return to class when the all clear is given. Emergency exit procedures are posted in each room. There is to be no entering of cars during a fire drill.

### **Safety Drills**

We live in times where it has become necessary to prepare for potentially dangerous situations. The Monroe Township School District has developed plans to deal with a variety of emergency situations. Safety drills will be conducted one (1) time per month.

Students should take these drills seriously. In addition, MTHS may participate in building extraction drills in cooperation with the Monroe Township Police Departments and Middlesex County Safety Task Forces.

**Visitors to the School**

**All visitors must sign-in and provide ID at the security desk outside the main office.** Students from neighboring schools, having a day off, may **NOT** visit Monroe Township High School.

**Bicycles and Mopeds**

Bikes/Mopeds should be locked securely to ensure their safety. Students are not permitted to return to the bike during the school day. The school cannot accept responsibility for bicycle/mopeds, which are stolen or vandalized.

**Messages for Students**

Classes will not be interrupted to deliver messages, lunch money, gym uniforms, etc. Parents may leave items for students at the security desk with the understanding that pupils will stop at the desk to pick them up.

**Student Drop-off**

**When dropping off your child prior to the late bell at 7:27 a.m., please use the front entrance on Schoolhouse Road.** If you are bringing your child in at other times, you may also drop them off at the main entrance in front of the building.

### **Early Dismissal Procedure**

1. Any student who is to be excused early from school must present a written request, signed by a parent or guardian or parental email to the attendance office, prior to homeroom.
2. This written request must be approved by an administrator who will do so after receiving verbal confirmation or email from the parent/guardian regarding the reason for the student to be excused.
3. Students must exit through main office exit.

### **Sign Out Policy**

Pupils (regardless of age) must have prior approval by a school official before leaving MTHS early. The administrator therefore will contact the parent/guardian of the student intending to sign out.

Once permission is received from or confirmed by the parent, the school official may then allow the student to sign out. ***NO STUDENT WILL BE ALLOWED TO SIGN OUT OF SCHOOL WITHOUT FOLLOWING THE FOREMENTIONED PROCEDURE.***

### **Early Release**

Only those students who are scheduled for work-study or other approved course selection during the last block(s) may apply for early release. These students must provide their own transportation and leave school immediately after their last block.

A parent permission form must be completed prior to beginning early release. Early release is a privilege that will be revoked if abused and only twelfth grade students are eligible.

### **Inclement Weather**

In the event of inclement weather, closing school, delaying the opening or dismissing early may become necessary. Radio announcements will be made by:

WCTC-1450 AM and WMGQ- 98.3 FM between the hours of 6 A.M. and 9 A.M.

You may also log onto our website for school closures: [WWW.monroe.k12.nj.us](http://WWW.monroe.k12.nj.us) :

Connect 5 telephone system will also be used

### **Parking - Senior Privilege Only**

Students who drive to school must register their vehicle with the assistant principal and must observe all parking and traffic regulations. Student parking is provided only for seniors who have been issued a parking permit. **JUNIORS ARE NOT PERMITTED TO PARK ANYWHERE ON SCHOOL GROUNDS. JUNIORS WHO VIOLATE THIS POLICY WILL FORFEIT THEIR SENIOR PARKING PRIVILEGE.**

**In addition, we have been informed by the Middlesex County Park Commission, that students of any grade level, who park in Thompson Park, will also be ticketed by the Park Police. In addition, parking is prohibited at the Municipal Bldg., the library, the post office, and the shopping center.** Parental approval is required before a parking permit is issued. Additionally, anyone who is parked illegally on school property is subject to a municipal parking ticket, **and the car may be towed at owner's expense.**

All students are required to file with the Assistant Principal's office an application, which includes all of the following: a) a copy of your license, registration and insurance card b) student's name, address, birth date, phone number, c) make, model, color, year license plate# of the vehicle d) name of insurer and policy #. Upon acceptance, the Principal or his designee may issue a permit, parking spot and a hanging decal. The hanging decal is placed on your rear view mirror, facing out. You must have your hanging decal displayed to park on campus. If you forget your hanging decal, you must obtain a TEMPORARY decal for that day. Also, if you drive a vehicle to school that is not registered you must secure a TEMPORARY DECAL for that day. In the case of any student driving a DIFFERENT VEHICLE to school on a PERMANENT basis, he/she must REGISTER this new vehicle immediately.

Student parking is limited only to those areas so designated for students. To facilitate identification, automobiles are to be parked head on. **The school is not responsible for the automobile or its contents.** There is to be no loitering in the parking lot or visitation of same without permission. There will be no speeding or any form of reckless driving on the school grounds. Parking regulations are strictly enforced. It is considered a privilege to park on school grounds. Suspension of driving privileges, and/or suspension from school may occur when violations of these regulations occur. In case of emergency an unregistered vehicle may be permitted to park in an appropriate

designated area provided the owner reports to the appropriate Assistant Principals office prior to 7:40 a.m.

### **HEALTH OFFICE**

The health office is staffed by qualified school nurses' whose primary objective is to provide emergency first aid in event of an accident or sudden illness. The nurse does not diagnose illness, prescribe treatment or dispense medication of any type, including aspirin, unless it is in a prescription form.

**STUDENT ILLNESS DURING THE DAY:** Students who do not feel well before coming to school should advise their parent/guardian and should not come to school. If a student becomes ill during the day, he/she should request a pass from a teacher and report immediately to the Health Office. **Students are not to call a parent/guardian from a pay/cell phone to pick them up due to illness;** all parent contact regarding student illness or injury must be made by the Health Office.

Students must sign into the Health Office and confer with the nurse. The school nurse will determine if the student should be sent home, rest in the waiting room, or return to class. Minor students who must leave school due to illness may do so **only** with a parent/guardian or an adult designated by the parent/guardian. Any adult student whom the nurse has authorized to leave may sign himself/herself out in the Attendance Office after contact with a parent/guardian by the Health Office. Adult students may not sign themselves out for reasons of illness without the nurse's approval.

### **Parents May Cooperate With the Health Office by:**

1. Keeping student home (and consulting a doctor if necessary) if any of the following symptoms are present: open or wet sores, stomach pains, sore throat, running nose or eyes, fever, suspicious rash, diarrhea, earache, and/or persistent cough.
2. Have emergency contact forms filled out completely with special attention to emergency telephone numbers other than parents.
3. Having regular checkups by a family doctor
4. Obtaining a written excuse from a doctor if a student is not to take gym



5. Be sure your child has an adequate breakfast
6. Notifying the school nurse if child has any medical problems(i.e.: a seizure disorder, epilepsy, diabetes) or is taking any medications on a daily basis

**EMERGENCY CONTACT FORMS:** All students must have updated Emergency Contact Forms on file in the Health Office. These forms are sent home annually and **must be completed and returned to the school promptly.**

**Additional information from the Health Office will be provided, and updated as needed, on the school website.**

### **Lockers**

Every student is assigned a locker and combination. Students may go to their lockers before homeroom, before the beginning of each block or after school. Going to a locker is not a valid reason for being late to a class.

Students are not to be at a locker when classes are in session without a pass from a teacher. A student must not give the combination to another student. Any student found opening a locker that does not belong to him/her is subject to disciplinary action. Be sure your locker is secure before leaving it.

- Be certain that all materials are in the locker before closing it.
- Be certain on (closing the locker) to spin the dial on the locker.
- Snap and test combination lock on gym locker.

Lockers are school property and, as such, may be inspected periodically. It is the student's responsibility to take proper care of the lockers and its contents.

If a locker does not work properly, notify the Main Office immediately.

### **Lost and Found**

All lost clothing items and books are turned into the security desk outside the main office. If an item is lost, please look for it at the desk and in the box near the security desk.

### **Electronic Devices**

In accordance with Title 18A of the Administrative Code, **all electronic devices are prohibited within the confines of the school environment.** These include, but are not restricted to the following: cell phones, video players, headphones, MP3 players, IPODs, and radios.

The high school administration will not be responsible to re-acquire lost or stolen electronic devices which are not allowed within the confines of the school environment.

### **Dress Code**

Since school is a place of business and learning, students are expected to dress appropriately. It is the obligation of the students to maintain their personal appearance in a manner that reflects well on themselves and on the school. **THE DRESS CODE SHALL SERVE AS A MINIMUM CODE. THE BUILDING PRINCIPAL OR HIS DESIGNEE MAY INSTITUTE SCHOOL RULES AND REGULATIONS THAT HE/SHE DEEMS NECESSARY AND/OR APPROPRIATE.**

1. Extremely revealing clothing is not permitted.
2. Tops must extend to the waist and meet the waistband of slacks, skirts, or shorts.
3. Pants must be worn in such a manner that no underwear is visible.
4. No tube or tank tops. Shoulder straps should be 3 inches in width.
5. Proper and safe footwear (no slippers) is required at all times. Students may not go bare footed.
6. No bandannas, or other headwear, worn or carried in the building. Students should place all headwear in their lockers at the beginning of each school day.
7. No coats, jackets, or outerwear.
8. Slogans or pictures that promote drugs, alcohol, or obscenities cannot appear on clothing. Patches and emblems may not be placed on clothing or book bags, which might distract other students.

9. Clothing or jewelry that could cause damage to any student or school property is not to be worn (e.g., spiked bracelets, choke chains, etc.)

Adopted: September 20, 2000

#### **Additional Dress Code Requirement for Science Students on Lab Days**

1. Students will not be permitted to wear open-toed shoes during a science lab.
2. Students are required to wear long pants for all laboratory activities.
3. Students may not wear loose fitting clothing.

Students not in compliance with all dress code requirements will not be permitted to participate in the lab activity. It should be noted that additional safety requirements may be instituted by the teacher.

#### **DISCIPLINE POLICY**

The Code of Conduct is based on the Monroe Township Board of Education approved Policy 5600 Pupil Discipline which can be [found here](#)

The objective of the Monroe Township High School discipline policy is two-fold. First, it is to ensure the maintenance of an orderly school environment that is conducive to student learning. Second, it is to teach students to be pro-active and to take responsibility in all types of situations. Under no circumstances will a student be permitted to disrupt the education of other students. Students who disrupt the education of others will be subject to the disciplinary code as published. The discipline policy is intended as a guideline for administrative action; however, **the administration retains the right to modify it when and where necessary.**

This policy establishes a system of After-School Detention (ASD), In-School Suspension (ISS), and Out-of-School Suspension (OSS). Administrative detention will be held on Tuesday and Thursday after school until 4:05p.m. Students will be assigned detention or suspension in accordance with the list of disciplinary infractions (see list on following pages).

When detention is assigned, parents will be notified in advance, either by phone call or by letter, which may be sent home with the student.

**Any student assigned ISS/OSS may not participate in any co-curricular activity until the suspension is served to its completion.**

#### PUNISHMENT – OFFENSE CLASSROOM DISCIPLINE

The individual staff member may at any time, choose to contact a parent. Staff members should maintain a discipline log, noting dates/actions taken at levels one and two as indicated below.

Most behavioral issues can be resolved at levels one and two; however, students will be referred DIRECTLY to the administration for more serious infractions. In those instances, appropriate consequences will be imposed at Level Three. **In addition, at all times the administration reserves the right to intervene and take action if behavior is deemed inappropriate or in violation of district-wide policies.**

#### LEVEL ONE:

The individual staff member will meet with the student to:

- Identify the inappropriate behavior.
- Discuss the inappropriate behavior with the student and a change in behavior that the student and teacher agree upon.
- Involve the student in developing an action plan for a change in behavior that the student and teacher agree upon.
- Contact Parent ( optional)

#### LEVEL TWO:

If a change in behavior is not observed as a result of the agreed upon level one action plan, the individual staff member will meet with the student to:

- Identify the inappropriate behavior.
- Discuss the inappropriate behavior with the student.

- Possibly assign teacher detention (Must have verbal confirmation from parent).
- Call the parent (mandatory).

THE FOLLOWING ARE EXAMPLES OF DISCIPLINE HANDLED ON LEVELS I AND II

- Possession of, or playing with dice, cards, or other gambling paraphernalia
- Disruptive behavior in class
- In halls without a pass
- Eating food outside the cafeteria
- Lying to a school staff member
- Personal cell phone violations

LEVEL THREE:

If a change in behavior is not observed after the steps in levels one and two have been satisfied, the staff member will complete a “disciplinary referral” and submit it to the assistant principal. Upon receipt of a referral, the assistant principal will take the appropriate administrative action as outlined in the later sections of this code of conduct. Copies of all disciplinary referrals are sent to parents and guidance counselors indicating the reasons for the referral, the staff member’s actions taken prior to the referral, and administrative actions taken after the referral.

It is assumed that staff has already followed Level I and Level II procedures.

Immediate Level III Offenses:

1. Dress Code Violation
  - First Offense:** Warning
  - Second Offense:** 1 day ASD
  - Third Offense:** 2 days ASD
2. Failure to report to ASD
  - First Offense:** 2 days ASD
  - Second Offense:** 1 day ISS plus 2 days ASD
  - Third Offense:** 3 days ISS, conference w/ Principal & parent
3. Leaving the school building/property w/o permission
  - First Offense:** 1 day ISS w/ police notification
  - Second Offense:** 2 days ISS w/ police notification

**Third Offense:** 3 days ISS, conference w/ Principal, assistant principal, parent, guidance counselor and police notification

4. Truancy
  - First Offense:** 1 day ISS
  - Second Offense:** 1 day ISS, meeting w/ guidance counselor, conference w/ Principal, assistant principal, guidance counselor, student & parent
  - Third Offense:** 3 days ISS, CST referral, conference w/ Principal, assistant principal, guidance counselor, student & parent
  
5. Smoking (including e-cigarettes), vapor devices, chewing tobacco and other use or possession of smoking / vaping products in school, on school grounds or at a school function
  - First Offense:** 3 day ISS, complaint filed
  - Second Offense:** 5 days OSS, meetings w/ SAC, complaint filed
  
6. Forging a pass or a note
  - First Offense:** 1 day ASD
  - Second Offense:** 2 days ASD
  - Third Offense:** 3 days ISS, conference w/ Principal, assistant principal, guidance counselor, student & parent

7. Cutting class/ tardy to class : defined as greater than 5 minutes beyond the late bell.
  - First Offense:** 1 day ASD
  - Second Offense:** 2 days ASD
  - Third Offense:** 1 day ISS, conference with assistant principal, parental notification
  
8. Willful disobedience or open defiance of a school staff member's authority(insubordination)
  - First Offense:** 1 day ISS, contact parent
  - Second Offense:** 3 days ISS
  - Third Offense:** 5 days ISS, conference w/ Principal, assistant principal, guidance counselor, student & parent
  
9. School bus misconduct
  - First Offense:** Reprimand or 1 day ASD
  - Second Offense:** Bus suspension (3-5 days) + 1 day ISS, meeting w/ parent
  - Third Offense:** Bus suspension (10 days), possible Board hearing
  
10. Leaving class ,cafeteria or assigned area w/o permission
  - First Offense:** 1 day ASD
  - Second Offense:** 1 day ISS, student receives cut from class
  - Third Offense:** 3 days ISS, student receives cut from class, conference w/ Principal, assistant principal, guidance counselor, student & parent
  
11. Unauthorized parking
  - First Offense:** 1 day ISS and or loss of parking privilege.
  - Second Offense:** 3 days ISS and or loss of parking privilege.
  - Unauthorized parking by underclassmen will result in loss of senior parking privilege and or suspension from school.
  
12. Misconduct in the cafeteria
  - First Offense:** minimum of 1 day ASD
  - Second Offense:** 1 day ISS
  - Third Offense:** 2 days ISS, conference with assistant principal, parent and guidance counselor
  
13. Misconduct in the halls (running, littering, abusing lockers, improper showing of affection, loitering, horseplay)
  - First Offense:** minimum of warning and/or 1 day ASD
  - Second Offense:** 1 day ISS
  - Third Offense:** 2 days ISS, conference with assistant principal, parent and guidance counselor

14. Any act which one reasonable expects or knows is likely to be observed by other non-consenting individuals who would be affronted or alarmed is considered lewdness  
**First Offense:** 3 days OSS  
**Second Offense:** 5 days OSS, parent conference, police notification  
**Third Offense:** 10 days OSS /re-entry conference w/ assistant superintendent, assistant principal, guidance counselor, student & parent, CST evaluation, police complaint
15. Sexual Harassment- as defined by Board Policy # 5751  
**First Offense:** 5 days OSS / 5 days ISS, police conference  
**Second Offense:** 10 days OSS, police complaint/Board hearing
16. Unauthorized Use of Computer / student iPad misuse  
Level I Offense – Video Games  
  
First Offense: 1 day ASD  
Second Offense: 2 Days ASD, parent notification  
Third Offense: 3 days ISS / minimum loss of computer privileges for 10 days / conference with parent, principal, assistant principal and guidance counselor (Violation of Acceptable Use Policy)
17. Violation of Acceptable Use Policy for Access to Information, Software, and Computing Board Policy # 2361  
**First Offense:** ISS, minimum of 3 days/minimum loss of computer privileges for 10 days  
**Second Offense:** ISS, 5 days/minimum loss of computer privileges for 20 days  
**Third Offense:** OSS, 3 days / re-entry conference with Principal
18. Unacceptable language, vulgarity, obscene gesture in class or directed at a student.  
**First Offense:** 1 day ISS  
**Second Offense:** 2 days ISS  
**Third Offense:** 3 days ISS –Conference with parent & Asst. Principal
19. Unacceptable language, vulgarity, obscene gestures directed toward a staff member  
**First Offense:** 5 days OSS, parent conference  
**Second Offense:** 5 days OSS, parent conference, Mandatory Board Hearing



20. Unauthorized removal of school or any personal property of another (theft) (N.J.S.-2C:20)  
**First Offense:** 3 days minimum ISS/police notification  
**Second Offense:** 5 days ISS/police notification  
**Third Offense:** 5 days OSS/police notification/assistant superintendent will determine if Board hearing is necessary
21. Taking or attempting to take property by force or threat  
**First Offense:** 10 days OSS/police notification/conference w/ parents / recommendation for expulsion  
**Second Offense:** 10 days OSS/police notification/conference w/parents/recommendation for expulsion  
**Third Offense:** 10 days OSS/police notification/Board hearing
22. Willful destruction of school or personal property  
**First Offense:** 3 days OSS + **restitution to school district.**  
**Second Offense:** 5 days minimum OSS +**restitution to school district**, police notification  
**Third Offense:** 10 days minimum OSS + **restitution to school district, police complaint.**
23. Setting off a false alarm, bomb threat, or possession of a stink bomb or fireworks  
**First Offense:** 10 days OSS/Principal & Superintendent will determine if Board hearing is necessary / medical clearance/ re-entry conference /**police notification /complaint**
24. Harassment /Intimidation /Bullying ( Policy #5512), Includes Cyber Bullying, off campus incidents and social networks.  
**First Offense:** Minimum 5 days ISS/OSS/Parental conference, behavioral contract, counseling session with guidance counselor  
**Second Offense:** 10 days OSS / mandatory expulsion hearing before the Board of Education, CST evaluation
25. Aggressive Behavior-pushing, shoving , spitting, gesturing to fight  
**First Offense:** Minimum 3 days ISS/OSS/Parental conference, behavioral contract, counseling session w/ guidance counselor  
**Second Offense:** Violation of behavior contract will result in 5 days ISS/OSS & hearing before the assistant superintendent  
**Third Offense:** 10 days OSS / mandatory expulsion hearing before the Board of Education, CST evaluation
26. Bias incident -Policy #8465

**First Offense:** Minimum 5 days OSS, Re-entry parent conference, behavioral contract, counseling session w/ guidance counselor

**Second Offense:** 10 days OSS / **mandatory expulsion hearing before the Board of Education**, CST evaluation, **police notification**

27. Fighting with a student or provoking a fight  
**Fighting is hereby defined as the mutual engagement in a physical confrontation that may result in bodily injury. It is recognized that one student may initiate a fight, and another may defend, but all students who fight will be suspended.**  
**First Offense:** Minimum of 5 days OSS /5 days ISS parent conference / mandatory behavior contract / counseling session w/ guidance counselor  
**Second Offense:** Minimum of 10 days OSS / mandatory meeting w/ parents, school officials, and assistant superintendent to determine if re-admission is in the best interest of student and MTHS students  
**Third Offense:** 10 days OSS / mandatory expulsion hearing before the Board, CST evaluation
28. Assault of student or staff member.  
**Committing an assault, as defined under N.J.S.A. 2C:12-1(a)1, not involving the use of a weapon or firearm, upon a student. Assault is hereby defined as an action that causes (purposely, knowing or recklessly) bodily injury to another student.**  
**First Offense:** 10days OSS / police notification / Board Hearing.
29. Possession of, distribution of, selling, using or abusing drugs or alcoholic substance (positive drug test screening must be completed within two hours)  
**First Offense:** 5 days OSS / 5 days ISS / CST evaluation, conference w/ SAC / mandatory behavior contract (violation of contract will result in hearing with assistant superintendent), re-entry hearing w/ assistant superintendent / Refer to Board Policy /police notification  
**Second Offense:** 10 days OSS / Board hearing / possible expulsion
30. Refusal to undergo substance abuse screening (positive)  
**First Offense:** 5 days OSS / 5 days ISS / CST evaluation/ conference w/ SAC/ mandatory behavior contract / re-entry hearing w/ assistant superintendent  
**Second Offense:** 10 days OSS / Board hearing / possible expulsion
31. Possession, use or distribution of any weapon (Board Policy)  
**First Offense:** 10 days OSS / police notification / conference w/ Principal.  
**Second Offense:** 10 days OSS / police notification / conference w/ Assistant Superintendent.

**Third Offense:** 10 days OSS / police notification / conference w/ Principal / Board hearing

32. **Terroristic Threat-** threat against student, staff or school community.

**First Offense:** 10 days OSS / police complaint/Board hearing

33. **Gang related activity** –graffiti, tagging, displaying of gang colors /paraphernalia

**First Offense:** 3 days OSS / police notification, parent conference

**Second Offense:** 5 days OSS / police complaint / meeting with assistant superintendent

**Third Offense:** 10 days OSS /police complaint/Board hearing

34. **Gang related activity-** fighting, intimidation, initiation activity, and / or recruitment of individuals

**First Offense:** 10 days OSS /police complaint/Board hearing

**Emergency Lockdowns, evacuations, fire drills, etc. are necessary tools to provide maximum safety for all students and staff. The expectation of complete student cooperation is vital for the implementation of safety procedures. Any student not following staff direction will receive immediate consequences at the discretion of the administration.**

#### **Make-Up Opportunities after Out-of-School Suspension**

The following procedures regarding student make-up opportunities shall apply to absence(s) as a result of Out-of-School Suspension:

1. Completion of assignments and/or tests shall take place within a reasonable period of time, which the teacher will establish after considering all aspects of the case. This shall not be less than an amount of time equal to the time missed or ten days.
2. Failure to complete the assignment and/or tests within the specified time shall result in the issuance of a zero grade for that assignment and/or test.

**Student participation regarding proms, special events such as senior picnic, senior brunch, project graduation, field trips,**

assemblies, dances, talent shows, Mr. Monroe, Battle of the Bands, parking permits and graduation ceremony:  
*Students who pass beyond a certain threshold of discipline may not be permitted to participate.*

**Thresholds of Discipline:**

**10 days of cumulative ASD = will place student on a 5 day probation from any of the above listed activities. In addition students must satisfy the issued number of ASD from building principals.**

**20 days of cumulative ASD = will prohibit the student from attending any of the above listed activities**

**10 Days ISS / OSS = students will receive a 10 day probation from any of the above listed activities**

**15 Days ISS / OSS = student will not be permitted to participate in any of the above listed activities**

**Thresholds of Attendance:**

**10 days absent = 5 days probation from any of the above listed activities**

**20 days absent = will not be permitted to participate in any of the above listed activities**

*Students who pass beyond a certain threshold of attendance will not be permitted to participate.*

**Plagiarism**

Pupils are expected to be honest in all of their academic work. This means that they will not engage in any of the following acts:

1. Cheating on examinations, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, copying from other students' papers, and exchanging information with other students orally, in writing, or by signals, obtaining copies of the examination illegally and other similar activities.
2. Plagiarism is not permitted in term papers, themes, essays, reports, images; take home examinations, and other academic work. Plagiarism is defined as stealing or use without acknowledgement of the ideas, words, formulas, textual

materials, online services, computer programs, etc. of another person, or in any way presenting the work of another person as one's own.

3. Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, erasure of grader's markings, and other acts that allow for falsely taking credit.

A pupil found guilty of academic dishonesty will receive a zero "0" for that assignment and be removed from such organizations as the National Honor Society following a conference with the NHS advisor and the building principal.

Board Approved October 20, 2003

## **SCHOOL DANCES**

Dances help develop a school's spirit. Planning, decorating, refreshments, programs, cleanup and chaperones are the responsibility of the sponsoring organization. Faculty members are available for guidance, but students are responsible for their dances. Failure to assume this responsibility must result in the dance being canceled.

### **Rules for School Dances**

1. All dances must be approved by the Principal at least two (2) weeks prior to the dance.
2. **Dances are restricted to Monroe Township High School students.**
3. Once a student leaves the dance, he/she may not re-enter for the remainder of the evening.
4. Refreshments may be sold. However, nothing may be sold in glass containers or any other container, which could cause injury if broken. All refreshments to be sold must receive prior approval by the Administration.
5. Smoking is not permitted by students on school property.
6. Student must have a school ID and present it to enter school dances.

### **PROMS, SENIOR PICNIC, SENIOR BRUNCH, PROJECT GRADUATION, FIELD TRIPS, ASSEMBLIES, PARKING PERMITS:**

Since the Junior and Senior Proms are school activities, the policies adopted by the Board of Education will be enforced. Upon arriving, students will register at the sign-in table and then

will be received by the reception line consisting of administrators and chaperones (staff). A prom is a very formal occasion and we expect the students and their guests to be on their very best behavior. Any student suspected of being under the influence at either prom will be subjected to the procedures stated in Board of Education Policy. Specifically, the local police department and parents will be contacted. If the parents cannot be notified, the student will be transported to the nearest hospital to be examined by a doctor. Under no circumstance will the student be given permission to drive alone or with others from the prom locations. In addition, any student found to be under the influence would be subjected to the appropriate discipline. All guests must be registered with the class advisors. **Non-student guests are the responsibility of their escorts.**

### **AFFIRMATIVE ACTION STATEMENT**

The Monroe Township School District is committed to a policy of non-discrimination as stipulated in Title 9 of Federal Statutes and Title 6 of the New Jersey Administrative Code. Concerns regarding Affirmative Action for the Monroe Township School District should be forwarded to:

Dr. Dori Alvich  
Monroe Township Board of Education Office  
423 Buckelew Avenue  
Monroe Township, NJ 08831  
732.521.2111

### **SEXUAL HARASSMENT STATEMENT**

Board Policy # 5751

The Monroe Township Board of Education seeks to provide a learning environment, which is free from sexual harassment. As identified in Board Policy and state law, sexual harassment may include but is not limited to the following:

- verbal harassment or abuse;
- pressure for sexual activity;
- deliberate or repeated unsolicited verbal comments including sexual innuendos or demeaning connotations;
- unwelcome gestures or physical contact;
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's employment opportunities, work assignments, or grades.

If you believe that another student or staff member is sexually harassing you, you should speak to your principal, assistant principal or guidance counselor. Anyone found guilty of sexually harassing another student faces serious disciplinary consequences which may include suspension, expulsion, and / or criminal prosecution.



**Harassment, Intimidation and Bullying (HIB)**  
Policy #5512-  
**(New Policy Under Board of Education Review)**

[http://www.njleg.state.nj.us/2010/Bills/AL10/122\\_.PDF](http://www.njleg.state.nj.us/2010/Bills/AL10/122_.PDF)

**MTHS School Safety Team Members & Anti-Bullying Specialist**

**Scott Madreperla, Acting Principal**  
**Michele Critelli, Guidance Supervisor**  
**Jim Cernansky, Assistant Principal**  
**Cathy Ielpi, Guidance Counselor & Anti-Bullying Specialist**  
**Doreen Mullarney, Student Assistance Counselor (SAC),  
(Alternate Anti-Bullying Specialist)**  
**Giuseppe Calella, Assistant Principal**  
**Sharon DeMarco, Teacher Representative**  
**Sherry Holmes, Teacher Representative**  
**Katerina Profaci, Parent Representative**  
**Rita Galbreath, School Psychologist & C.S.T.**  
**Peter Piro, Security**

**ACCEPTABLE USE POLICY (AUP) FOR ACCESS to  
INFORMATION, SOFTWARE, and COMPUTING**

**Policy # 3321,4321, 5512.02**

**New Policy Under Board of Education Review**

**As a user of Monroe Township School District's computing facilities, I agree to the following rules and provisions: Please refer to district policies and regulations #'s 3321,4321, and 5512.02 for further information.**

**Users will:**

- 1. only use the computer account provided and will take the responsibility to protect their account from unauthorized access. Users will not give their personal password to anyone and will take steps to prevent others from learning their password. Users who become aware of attempts to violate or bypass security mechanisms will promptly report such attempts to their teacher or administrator.**
- 2. respect the privacy of information stored in Monroe Township School District's computing facilities. Users will not acquire or modify, in any way, information that belongs to another person nor will they attempt to access restricted portions of the network or operating system.**

3. only use the software to which express rights have been granted by the school administration.
4. not copy unauthorized software onto the local drive or onto the network drive.
5. agree to abide by any patent, copyright, or license restrictions that may relate to the use of the computing facilities, products, programs or documentation. Users agree not to copy, disclose, modify, or transfer any such materials that they did not create without the express consent of the original owner or copyright holder. Users agree not to use Monroe Township School District's computing facilities to violate the terms of any software license agreement, or any applicable local, state, or federal laws.
6. agree not to use Monroe Township School District's computing facilities for any purpose other than that for which it was intended.
7. not to use e-mail and district technology equipment for personal use, personal gain, harassment, or cyber bullying.
8. agree that the district's internet connection and email is a privilege, not a right. Good judgment should be used to access only information having sound educational value. Users understand that accessing inappropriate materials will result in the cancellation of their network account. Staff are required to use their professional Monroe district e-mail address in all school related correspondence.
9. understand that violation of any provision of this agreement will result in disciplinary action as listed in district policies and regulations #'s 3321, 4321, and 5512.02. Students also face removal from present courses that require use of the system resulting in a failing grade for these courses. Criminal charges may be brought against students or district employees, if warranted.
10. This AUP agreement remains in force as long as the user makes use of Monroe Township School District's computing facilities or services.

Board Approved: December 12, 2007  
Effective Date: July 1, 2008

### **Web Publishing Guidelines**

The Monroe Township School District's web publishing guidelines are to be followed when creating school-related web pages:

1. First names and first initial of last names on student work can be published.
2. Only photographs where individual students cannot be identified should be used. If a student is identifiable, a parental release is required.
3. Personal student information such as address, telephone number, and birthday, shall not be posted.
4. Pictures and other personal information of staff members require prior permission of staff members.
5. Pages residing on Monroe Township Schools' servers shall not contain material violating copyright and permission laws.
6. No product or business service endorsements will appear on the class web pages.
7. Any teacher or student created web page or link referenced on the district web site shall reside on the district web server.
8. Class web pages shall include teacher email address on the page so that parents may reply.
9. Class web pages shall indicate the date the page was last updated.

Board Approved: December 11, 2002

## **SUBSTANCE ABUSE**

### **Board of Education Policy # 5530**

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish and maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

Definitions      N.J.S.A. 18A:40A-9  
                         N.J.A.C. 6A:16-1.3; 6A:16-4.1

For the purposes of this policy:

"Substance" means alcoholic beverages, controlled dangerous substances as defined at N.J.S.A. 24:21-2, anabolic steroids, or any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2A:170-25.9, or over-the-counter prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

"Substance abuse" means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

"Evaluation" means those procedures used to determine a pupil's need for an educational program or treatment that extends beyond the regular school program by virtue of the use of substances by the pupil or a member of the pupil's family.

"Intervention and referral to treatment" means those programs and services offered to help a pupil because of the use of substances by the pupil or a member of the pupil's family.

"Immediate examination" - medical examination by a physician to include substance abuse screening to be completed within two hours following principal notification.

Discipline N.J.S.A. 18A:40A-10; 18A:40A-11  
N.J.A.C. 6A:16-4.1(c)2.; 6A:16-6.3(a)

The Board prohibits the use, possession, and/or distribution of a substance on school premises, at any event away from the school premises that is sponsored by this Board, and on any transportation vehicle provided by this Board.

A pupil who uses, possesses, or distributes a substance, on or off school premises, will be subject to discipline. Discipline will be graded to the severity of the offense, the nature of the problem and the pupil's needs. Discipline may include suspension or expulsion. The Board may establish consequences for a pupil not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors. The Superintendent and/or designee will notify the appropriate law enforcement agency pursuant to N.J.A.C. 6A:16-6.3(a).

Instruction N.J.S.A. 18A:40A-1 et seq.  
N.J.A.C. 6A:16-3.1

The Board shall provide a comprehensive program of instruction on the nature and effects of substances and tobacco. The program will be included in the health education curriculum and conducted in accordance with law, rules of the State Board of Education, and Policy No. 2422.

Identification, Evaluation, and Intervention  
N.J.S.A. 18A:40A-11 through 18A:40A-17  
N.J.A.C. 6A:16-3.1; 6A:16-4.1; 6A:16-4.2; 6A:16-4.3

Whenever any teaching staff member, certified or non-certified nurse or other educational personnel have reason to believe a pupil has used or may be using anabolic steroids that person must report the matter as soon as possible to:

1. The Principal (or, in the Principal's absence, to a person designated by the Principal); and
2. The certified or non-certified school nurse; or
3. The school physician; or
4. The Student Assistance Coordinator.

The Principal or his/her designee, in response to every report, must immediately:

1. Notify the pupil's parent(s) or legal guardian(s);
2. Notify the Superintendent, and
3. Arrange for the immediate (**student must report to physician or agency within two hours**) examination of the pupil by a physician selected by the parent(s) or legal guardian(s).
  - a. If the physician selected by the parent(s) or legal guardian(s) is not available to perform the examination, the examination will be conducted by the school physician **or an agency identified by the district as qualified to conduct such examination.**
  - b. The examination conducted, at parental request, by a physician other than the school physician will not be at district expense.
  - c. The pupil shall be examined as soon as possible for the purpose of determining whether the pupil has been using anabolic steroids.
  - d. A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parent(s) or legal guardian(s) and to the Superintendent.
4. If the parent(s) or legal guardian(s) is immediately available, the Principal will ask such person to confirm in writing, on a form maintained by the Principal and to be signed by the parent(s) or guardian(s), the following:
  - (a) His/her intent to comply with the requirement for an immediate examination of the pupil, designating either a doctor selected by the parent(s) or guardian(s) or by the school medical inspector.

- (b) The name, address and telephone number of the doctor or medical facility where the student is to be examined.
- (c) To the extent known, the time and date of the appointment with the doctor or medical facility.

Prior to releasing the pupil from the school in custody of his/her parent(s) or legal guardian(s), the Principal shall attempt to confirm with the doctor or medical facility the pupil's appointment for examination.

If it is determined that the pupil has been using anabolic steroids, the pupil and others, as necessary, shall be interviewed by a Substance Assistance Coordinator or individual who holds a school nurse psychologist, school social worker, or student personnel services endorsements on the Educational Services Certificate and are trained to assess alcohol and other drug abuse for the purpose of determining the extent of the pupil's involvement with substances and the possible need for referral for treatment. In order to make this determination, the staff member may conduct a reasonable investigation, which may include interviews with the pupil's teachers and school staff. The school staff member may also consult with physicians and such experts in the field of substance abuse as may be appropriate.

If it is determined the pupil's use of steroids represents a danger to the pupil's health and well-being, certificated staff as per N.J.A.C. 6A:16-4.3(b)4 will initiate a referral for treatment to:

1. Appropriate community agencies as defined in N.J.A.C. 6A:16-4.1(b); or
2. Out-of-state agencies licensed by the appropriate State regulatory agency for alcohol and other drug services; or
3. Private practitioners certified by appropriate drug and alcohol licensing board.

All staff members shall be alert to signs of substance abuse by pupils and shall respond to those signs in accordance with administrative regulations. Any staff member to whom it appears

that a pupil may be under the influence of a substance other than anabolic steroids on school property or at a school function, shall report the matter as soon as possible to:

1. The Principal (or in the Principal's absence, to a person designated by the Principal);
2. The school nurse or the school physician;
3. If neither the school nurse or school physician is available, the staff member responsible for the function shall be notified.

The Principal or his/her designee shall immediately notify the pupil's parent(s) or legal guardian(s) and the Superintendent.

The Principal must arrange for an immediate medical examination of the pupil:

1. By a doctor selected by the parent(s) or legal guardian(s);  
or
2. If the parent(s) or legal guardian(s) doctor is not immediately available, by the school physician;
3. If neither the parent(s) or legal guardian(s) doctor nor the school physician is immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination and diagnosis.

The pupil may be accompanied by the pupil's parent(s) or legal guardian(s) if possible and will be accompanied by a member of the school staff appointed by the Principal.

4. An examination conducted by a physician other than the school physician or the emergency room of the nearest hospital shall not be at district expense. Treatment will not be at Board expense.
5. If the parent(s) or legal guardian(s) is immediately available, the Principal will ask such person to confirm in writing, on a form maintained by the Principal and to be signed by the parent(s) or guardian(s), the following:



- (a) His/her intent to comply with the requirement for an immediate examination of the pupil, designating either a doctor selected by the parent(s) or guardian(s) or by the school medical inspector.
- (b) The name, address and telephone number of the doctor or medical facility where the student is to be examined.
- (c) To the extent known, the time and date of the appointment with the doctor or medical facility.

Prior to releasing the pupil from the school in custody of his/her parent(s) or legal guardian(s), the Principal shall attempt to confirm with the doctor or medical facility the pupil's appointment for examination.

If there is a positive determination from the medical examination of the pupil indicating the alcohol or drug use interferes with the pupil's physical or mental ability to perform in school:

1. The pupil will be returned to the care of the parent(s) or legal guardian(s) as soon as possible; and
2. Attendance at school will not resume until a medical report verifies the pupil's alcohol or drug use no longer interferes with the pupil's physical or mental ability to attend school.

When a pupil's substance abuse or suspected substance abuse threatens the pupil's life or places the pupil and/or others in imminent peril, all procedures shall be expedited in accordance with the emergency. Policy No. 8441, Care of Injured and Ill Persons, may be implemented as appropriate, provided no component of the procedures implementing this policy is omitted.

The Board will provide intervention and treatment referral services by teaching staff members who are properly and appropriately certified and trained to render such services.

Such services will include instruction, counseling, and related services to a pupil who is receiving medical or therapeutic care for diagnosed substance abuse; referral to a community agency approved by the County Local Advisory Council on Alcoholism or Drug Abuse or the State Department of Health; support services for pupils who are in care or returning from care for substance dependency; and/or a special class or course designed to meet the needs of pupils with problems of substance abuse.

A substance abuser who has also been identified as potentially disabled shall be evaluated by the Child Study Team to determine his/her eligibility for special education and/or related services.

In-Service Training      N.J.S.A. 18A:40A-15(b)

The Board directs the Superintendent to develop a program of in-service training for all teaching staff members involved in the instruction of pupils. The Board will provide time for the conduct of the program during the usual school schedule. In-service training shall prepare teachers to instruct pupils on substance abuse and inform teachers about the nature of substances, the symptomatic behavior associated with substance abuse, the availability of rehabilitation and treatment programs, the legal aspects of substance abuse, and Board policy and regulations on substance abuse.

Outreach to Parents      N.J.S.A. 18A:40A-17  
   N.J.A.C. 6A:16-4.1(c)7

The Board will provide a program of outreach to parent(s) or legal guardian(s) of pupils that includes information on the district's substance abuse curriculum, the identification of substance abusers, and rehabilitation organizations and agencies. The Superintendent is directed to develop the program in consultation with local agencies recommended by the Commissioner and to offer the program at times and in places convenient to parent(s) or legal guardian(s) on school premises or in other suitable facilities.

Records  
§408 of the Drug Abuse Prevention, Treatment, and Rehabilitation Act, 42 U.S.C., and Implementing Regulations, 42 CFR Part 2

Notations concerning a pupil's involvement with substances may be entered on his/her records, subject to Policy No. 8330 regarding confidentiality and limited access. All such notations shall be expunged when they are no longer required for the counseling or discipline of the pupil or when the pupil leaves school. Information regarding a pupil's involvement in a school intervention or treatment program shall be kept strictly confidential in accordance with §408 of the Drug Abuse Prevention, Treatment, and Rehabilitation Act, 42 U.S.C. 290 ee-3, and implementing regulations, 42 CFR Part 2.

If a secondary pupil involved in a school intervention or treatment program provides information during the course of a counseling session in that program which indicates that the pupil's parent(s) or legal guardian(s) or other person residing in the pupil's household is dependent upon or illegally using a substance as that term is defined in N.J.S.A. 18A:40A-9, that information shall be kept confidential and may be disclosed only with; the pupil's written consent, to another person or entity whom the pupil specifies in writing; pursuant to a court order; to a person engaged in a bona fide research purpose; except that no names or other information identifying the pupil or the person with respect to whose substance abuse the information was provided, shall be made available to the researcher; or to the Division of Youth and Family Services or to a law enforcement agency, if the information would cause a person to reasonably suspect that the secondary pupil or another child may be an abused or neglected child.

Nonpublic School Pupils      N.J.S.A. 18A:40A-5; 18A:40A-17c

The Board will lend to pupils attending nonpublic schools located in this district and to the parent(s) or legal guardian(s) of such pupils educational materials on substance abuse prepared and supplied by the Commissioner. The loan of such materials shall be at no cost to the district.

Civil Immunity N.J.S.A. 18A:40A-13, 18A:40A-14;  
N.J.A.C. 6A:16-4.3(c)

No civil action of any kind shall lie against any employee, officer or agent of the Board because of actions taken under the education statutes on substance abuse, N.J.S.A. 18A:40A-1 et seq., provided the skill and care given is that ordinarily required and exercised by other such employees, officers and agents of the Board.

Any employee who in good faith reports a pupil to the Principal, the Principal's designee, the school physician, or the school nurse in an attempt to help such pupil cure his/her abuse of substances shall not be liable in civil damages as a result of making any such report.

Reporting Pupils to Law Enforcement Authorities 6A:16-6.3(a)

The Superintendent or designee will report pupils to law enforcement authorities if the staff member has reason to believe a pupil is unlawfully possessing or in any way is involved in the distribution of controlled dangerous substances, anabolic steroids, or drug paraphernalia, on or within 1,000 feet of the outermost boundary of school property pursuant to N.J.A.C. 6A:16-6.3(a). The Superintendent will not report pupils who have voluntarily sought treatment or counseling for a substance abuse problem provided the pupil is not involved or implicated in a current drug distribution activity.

Policy Review and Accessibility N.J.S.A. 18A:40A-10;  
18A:40A-11 / N.J.A.C. 6A:16-4.2(a) & (b)

The Board will annually review the effectiveness of this policy in consultation with appropriate teaching staff members, with community members, as well as consultation with local substance abuse prevention, intervention and treatment agencies licensed by the State Department of Health and Senior Services and community representatives.

This policy and its implementing regulations shall be made available annually, at the beginning of the school year, to all school employees, pupils, and parent(s) or legal guardian(s). Each newly hired employee and transferred pupil will be offered

this policy and implementing regulations on his/her arrival in the district.

N.J.S.A. 18A:40A-1 et seq.; 18A:40A-7.1 et seq.

N.J.A.C. 6A:16-4.1 et seq.

Adopted: December 14, 2005

**GUNS AND WEAPONS ON SCHOOL PROPERTY**  
**Board of Education Policy # 5611**

The Monroe Township Board of Education believes that all students and staff deserve the right to a safe and secure environment. Accordingly, there is no justification for guns and/or weapons to be in a school building or on school property.

Any student found in school or on school property with any type of gun shall be subject to a minimum ten (10) day suspension from school and a hearing before the Board of Education where action on expulsion from school shall be considered.

Any student found with a weapon (other than a gun), ammunition, or any other kind of object that is displayed or used as a weapon in school or on school property shall be subject to up to a ten-day suspension from school and any other action deemed appropriate by the Board. Any student responsible for a weapon being brought to school or onto school property shall be subject to the same above disciplinary action.

The principal or designee in all matters involving guns, weapons or ammunition as described in this policy shall make notification to the police authorities.

Adopted: March 25, 1992

Amended: June 9, 1993

### **THREATS OF VIOLENCE OR VIOLENT ACTS**

Threats are defined as attempting by physical menace to put another in fear of imminent serious bodily injury, or threatening to commit any crime of violence with the purpose to terrorize another. Examples of such threats would be (but not limited to) “threatening to blow the building up” or “threatening to kill an individual.”

All reported threats of violence would be investigated. All threats will be taken seriously and the proper authorities will be notified. Students found to be making threats will be subject to suspension / expulsion, evaluation by a mental health professional, and police intervention.

### **FIGHTING AND VIOLENCE IN SCHOOLS**

Monroe Township High School recognizes its responsibility to promote and maintain a safe environment. The school expects its students and parents to accept their responsibility and to cooperate with the high school in all matters relative to physical safety. Accordingly, the high school will not tolerate fighting or violent behavior of any kind by its students.

Monroe Township High School will combat fighting swiftly and fairly to insure the safety of all students. Accordingly, the high school will not tolerate fighting or violent behavior of any kind by its students. It will utilize the services of appropriate staff and solicit the support of parents in an effort to eliminate violent behavior in our school. Other school committees and groups may play a role in this effort. Peer mediation may also be offered. The school’s curriculum shall also address this issue through instruction at the classroom level. Specifically, this shall occur through discussion and instructional activities in topics such as tolerance, human relations, multiculturalism, conflict resolution, human understanding and the like.

In addition to other school sanctions that may be imposed, students involved in violent activities, and in particular fighting, shall be subject to the following disciplinary actions:

See Code of Conduct

## **Aggressive Behavior**

Aggressive Behavior – MTHS realizes that fighting is often the culminating step in a series of unacceptable behaviors, including verbal insults & intimidation (through verbal or physical gestures). Specific examples include (but are not limited to) such things as deliberately blocking a pupil's passage in the halls or muttering threats just loud enough to be heard, etc. This is intolerable. Students who engage in this type of behavior or any behavior that may incite violence shall be subject to the following:

See Code of Conduct

### **TOBACCO USE/ POSSESSION / ELECTRONIC CIGARETTES / VAPOR DEVICES**

The health and welfare of its student body is of paramount concern to the Monroe Township Board of Education. In this regard, health instruction throughout the curriculum reflects information to encourage good health and to discourage habits and behavior that pose a potential hazard to student welfare.

Smoking and or chewing of tobacco is one such habit or behavior that has been found to be a health hazard by the U.S. Surgeon General. Additionally, New Jersey law, in recognition that tobacco use may be hazardous to one's health, forbids the sale of tobacco to anyone under the age of 18 years.

Smoking, vaping or chewing tobacco by students in the Monroe Township Schools or on school property is strictly forbidden. This shall apply to the regular school year programs and summer school sessions when applicable.

If a student is found to be on school property, school designated bus stops, in route to or from school or at a school sponsored function, he/she may expect appropriate disciplinary action as determined by building administration. Offenses: See Code of Conduct

### **School Bus Conduct**

Transporting students to and from school is a privilege of the school program, which requires everyone to act in a safe and responsible manner. This service is a privilege for students.

Disciplinary matters such as, but not limited to, smoking, fighting, throwing objects, obscenity, refusal to assume assigned seat and destroying school property are not tolerated and shall be subject to disciplinary action. Disciplinary action administered by MTHS may include the suspension of bus privileges as well as the suspension of the student(s) from school should the infraction be serious enough or be a case of repeated abuse. If the student is suspended from the bus, it shall be the responsibility of the parent to provide transportation for the student to and from school during such bus suspension.

### **Guidelines**

1. Students will remain well back from the roadway while awaiting the arrival of the bus and will refrain from "horse play" at the bus stop.
2. Students will enter the bus in an orderly manner, sit in assigned seats and remain seated at all times.
3. All students shall comply with the directives of the bus driver.
4. Eating, drinking, littering, smoking or throwing objects on the bus or discharge of any object from the bus window is prohibited.
5. Yelling, making excessive noise or using abusive language is prohibited.
6. Students will ride only on their assigned bus unless they have received prior written approval of the Administration.
7. Students will only get off the bus at their assigned stops unless they receive prior written approval from the Administration.
8. Students found to be defacing or damaging school property, including buses, will be held responsible for the damage and subject to disciplinary measures.
9. No animals of any kind or condition (dead or alive) are permitted on school buses.
10. Students shall refrain from any action, which could endanger others.
11. Students are required to use seat belts in buses equipped with seat belts.

### **Disciplinary Procedures**

The bus driver or other school official witnessing the infraction will report student violations of the above guidelines to the appropriate school administrator. While the school administrator will judge each situation on its individual merits, the guidelines listed in the Code of Conduct will be followed. See Code of Conduct



**ATTENDANCE POLICY**  
**Board of Education Policy #5200**

Regular attendance is a requisite for success in school. New Jersey State Law requires students to attend school regularly, and it is the parent's legal responsibility to see that their children attend school on the days / hours the public schools are in session in the district.

(N.J. 18A:38-25,26,27)

In order to facilitate students' chances for success the Monroe Township School District shall work cooperatively with parents to assure students attend school daily and attend each class daily.

**Monroe Township High School uses a BLOCK BY BLOCK attendance program.** The number of absences defined in this policy is applied to every academic class a student takes. Therefore, parents and students need to be aware, not only of the total number of FULL DAYS absent, but the **total absences from EACH INDIVIDUAL CLASS.**

**It is recognized that certain legitimate circumstances may occasionally cause the student to be absent from school. If your child is going to be absent, you have a LEGAL OBLIGATION to contact the school with that information. There is a dedicated phone line at the school for that purpose. Failure to notify the school means your child is considered to be TRUANT for that day, and may be suspended upon his/her return to school. If your child presents a SIGNED NOTE or if you contact the Attendance Office upon his/her return to school, the Truancy will be changed to an absence. Notes are only valid on the day your child returns to school, and will not be accepted at any other time.**

Students returning to school from an absence which required a Doctor's care must present a note from the Doctor detailing the condition and the dates the student was absent. Any subsequent treatments by a Doctor should also be verified with a note (on the Doctor's letterhead).

Those circumstances which constitute an **EXCUSED ABSENCE** from school and class include the following:

- a. Doctor's Note(s) for absence(s) due to illness. Some EXTENDED illnesses may be of such length as to require Home

Instruction. The Doctor's Note must verify the expected duration of the illness, and must be given to the Attendance Office.

- b. Note for a Religious Holiday, which is recognized by the State of New Jersey.
- c. Note for a death in the family.
- d. Legal documentation for a required Court Appearance
- e. Involvement in a school sanctioned activity.
- f. A PASS from a school authority. Examples include but are not limited to the following: an administrator, school nurse, attendance officer, guidance counselor, child study team, etc.
- g. Days of IN SCHOOL or OUT OF SCHOOL suspension.
- h. At the discretion of the High School Principal.

An **EXCUSED ABSENCE** does **NOT** count against the student's **TOTAL NUMBER OF ABSENCES**, and because it is EXCUSED, the student is entitled to receive any work that they may have missed. **ALL OTHER ABSENCES COUNT TOWARDS THE TOTAL NUMBER (Full Days and individual classes) which is used to determine LOSS OF CREDIT STATUS.**

**\*STUDENTS VACATIONING DURING SCHOOL DAYS WILL NOT BE CREDITED WITH AN EXCUSED ABSENCE\***

**\*\*Students absent from school because of observance of a religious holiday shall not be deprived of any award or eligibility thereof, or opportunity to compete for any award, or of the right to take an alternate test/examination, as long as an absence note is submitted as described herein\*\***

**\*\*\*Students who intend to be absent from school beyond ten days must refer to Board Policy #5130 and withdraw from school.**

**EXCESSIVE ABSENCES – LOSS OF CREDIT STATUS**

Student attendance is the responsibility of the student. Students and parents should periodically check student attendance on the parent access computer system.

In a class that meets all year for [90] sessions, **a student shall not exceed [10] TOTAL ABSENCES**. When the student reaches [11] ABSENCES, they are AUTOMATICALLY ... in LOSS OF CREDIT STATUS, pending any appeals.

In a class that meets for a semester [45 sessions], **a student shall not exceed [5] TOTAL ABSENCES**. When the student reaches [6] ABSENCES, they are AUTOMATICALLY ... in LOSS OF CREDIT STATUS, pending any appeals.

In a class that meets for a **SINGLE MARKING PERIOD [approx. 23 sessions]**, **a student shall not exceed [2] TOTAL ABSENCES**. LOSS OF CREDIT STATUS is automatic on the 3<sup>rd</sup> Absence.

If a class meets **ALL YEAR for [180] sessions**, **a student shall not exceed [16] TOTAL ABSENCES**. When the student reaches [17] ABSENCES, they are AUTOMATICALLY in LOSS OF CREDIT STATUS, pending any appeals.

**Attendance warning letters will be sent home at the end of the first, second and third marking periods.**

### **LOSS OF CREDIT STATUS**

When a student violates the Attendance Policy, they lose CREDIT for each class that is in violation of the policy. If a student misses FULL DAYS of school in violation of the policy, they lose CREDIT IN ALL CLASSES.

When LOSS OF CREDIT occurs, there is an APPEALS PROCESS for the student and parents. If the APPEAL is denied, there is an opportunity to regain the lost credits.

Student that fails to gain credit in a class and / or classes, are not permitted to satisfy attendance requirement with a (60 hr. ) summer school class. Students may opt for a (120 hr.) summer school class to receive credit.

### **Make-Up Opportunities after an Excused Absence**

The following procedures regarding student make-up opportunities shall apply:

- a. the opportunity shall be given to complete missed assignments and/or tests, quizzes.
- b. completion of assignments and/or tests, quizzes shall take place within a reasonable period of time, which will be established by the teacher after considering all aspects of the case. This shall NOT BE LESS THAN the number of days the student was absent, and no more than [10] school days.
- c. Failure to complete the assignment and/or test, quiz within the specified time shall result in the issuance of a failing grade for the assignment and/or test, quiz.
- d. when the nature of the absence makes it difficult to establish a time limit, a mark of INCOMPLETE shall be given.

### **Tardy Policy**

**TARDINESS occurs when a student arrives for a class within [5] minutes after the late bell (also when arriving to Block 1-“A” day and Block 1-“B” day between 7:27-7:40).**

### **Late to School**

The term “Late to School” refers to arriving to school ... AFTER the 7:27 Late Bell for Block #1-“A”day / Block #1-“B”day.

When arriving to school “LATE”, students must be signed in by the Attendance Office.

When arriving LATE TO SCHOOL ... a student is considered to be TRUANT ... unless ... they have one of the following:

- a. a **SIGNED NOTE** from the parents explaining the lateness
- b. a **PHONE CALL** from the parents to the attendance office
- c. a **PARENT SIGNS YOU IN** personally.

### **Truancy**

For the purpose of our Attendance Policy, TRUANCY will refer to the following:

when a student is not in school without parental consent.

- a. when a student is not in regular attendance, in violation of Title 18A:38-25,26,27.

### **Cut Policy**

A “CUT” is defined as a deliberate act of not attending a class, or beyond [5] minutes of the late bell Blocks 2, 3, or 4. In addition, a student who comes to class and leaves without permission, or does not do what he/she was excused from class to do, is considered “CUTTING” that class.

A “CUT” is also considered a CLASS ABSENCE as well as a discipline issue.

**Cut #1:** a referral will be sent to the appropriate Assistant Principal. The teacher will confer with the pupil and will call home in an attempt to resolve any problems. Students will receive [1] day of ASD (After School Detention) on their 1<sup>st</sup> cut. They will also be credited with a CLASS ABSENCE. The Guidance Counselor will also meet with the student to discuss the connection between regular attendance and classroom success.

**Cut #2:** a referral will be sent to the appropriate Assistant Principal, who will confirm a a 2<sup>nd</sup> Cut. The student will be assigned [2] days of ASD (After School Detention) on their 2<sup>nd</sup> Cut. The teacher will meet with the student to discuss any problems, and the Guidance Counselor will call home to discuss the problem with the parent. The student will also be credited with a CLASS ABSENCE.

**Cut #3+:** a referral will be sent to the appropriate Assistant Principal, who will confirm a 3<sup>rd</sup> (or more) Cut. Students will receive [1] day of ISS (In School Suspension) and will also be credited with an absence in that class. The Guidance Counselor will schedule a MANDATORY conference between the student, parent, classroom teacher, Assistant Principal and Counselor (also Child Study Team if necessary).

## **NATIONAL HONOR SOCIETY (Board of Education Policy)**

In an effort to promote academic excellence among its students, the Board of Education shall recognize and support the existence of a local chapter of the National Honor Society. In doing so, the Board hereby establishes the following rules and regulations for students governing their entrance into and dismissal from the National Honor Society (NHS) organization.

### **Academic Eligibility Requirements**

Senior students will be selected immediately after the first marking period while Junior students will be selected immediately after the first semester of the school year. Senior students must attain a weighted cumulative average of 90 by the end of the first marking period of their senior year. Junior students must attain a weighted cumulative average of 90 by the end of the first semester of their junior year. In addition to the grade requirements, candidates will be required to demonstrate their scholarship by submitting an original essay, which will reflect their understanding of the requirements and responsibilities of an Honor Society member.

### **Service, Leadership, Character Requirements**

In addition to the above academic requirements, a student **must** have been actively involved in at least three different school-sponsored activities and at least one community service activity during his/her high school career up to the time of selection. A student must be of good character and must present a positive attitude toward fellow classmates, the faculty, and the school. Although input is solicited from all faculty members, a five-member Selection Committee appointed by the principal and chaired by the National Honor Society Advisor, who is an ex-officio member of the committee, will make final selection.

Many fine students – eligible on paper – are not invited to join NHS for a variety of reasons. Upon appeal, the principal will insure that no procedural errors prevented an unsuccessful candidate from due consideration. The principal will **not** normally substitute his/her judgement for that of the selection committee.



**Dismissal Procedure**

Students are expected to maintain the standards used as the basis for their selection. Members who fail to maintain these standards in the areas of academics, service, leadership, or character shall be warned in writing by the chapter advisor (copy to parent) and given a reasonable amount of time to correct the deficiency. In the case of flagrant violation of school rules or civic laws, a member will not necessarily receive a prior warning. The selection committee shall determine when an individual has exceeded a reasonable number of warnings.

In all cases of impending dismissal, a member shall have a right to a hearing before the selection committee. A member who has been dismissed may appeal the decision of the selection committee.

|                |                           |
|----------------|---------------------------|
| First Appeal:  | Principal                 |
| Second Appeal: | Superintendent of Schools |
| Third Appeal:  | Board of Education        |
| Adopted:       | May 29, 1985              |
| Amended:       | September 20, 2000        |

**Co-Curricular Activities – Eligibility**  
**Board of Education Policy #2430**

The Board of Education believes that the goals and objectives of this district are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular instructional program of the school. The purpose of such co-curricular/athletic activities shall be to develop leadership capacities and good organizational skills, to aid in the socialization of pupils, and to enable pupils to explore a wider range of individual interests than might be available in the regular curricular program.

The Board shall make school facilities, supplies, and equipment available and assign staff members for the support of a program of co-curricular/athletic activities for pupils in grades seven through twelve. The Board shall maintain the program of co-curricular/athletic activities at no participation fee to participating pupils, except that pupils may be required to provide supplies in accordance with Board Policy No. 2520 on instructional supplies and pupils may be required to assume all or part of the costs of travel and attendance at co-curricular events and trips.

For purposes of this policy, co-curricular/athletic activities are those activities conducted on or off school premises by clubs, associations, and organizations of pupils sponsored by the Board and includes co-curricular/athletic competitions and practices. Co-curricular/athletic activities are not offered for credit toward promotion or graduation and are ordinarily conducted wholly or partly outside the regular school day.

The Board will permit the use of school facilities by organizations of pupils during pupil activity periods. No group of pupils, regardless of the size of the group, will be denied an opportunity to meet on the basis of the religious, political, philosophical, or other content of the speech at their meeting.

No co-curricular/athletic activity shall be considered to be under the sponsorship of this Board unless it has been approved by the Board on recommendation of the Superintendent.

Pupils shall be fully informed of the co-curricular/athletic activities available to them and of the eligibility standards established for participation in co-curricular/athletic activities. Co-curricular/athletic activities shall be available to all pupils who voluntarily elect to participate except that where eligibility requirements specific to an organization are necessary or desirable, the Board shall be so informed and must approve the establishment of such eligibility standards before they may be operable.

The Board will not permit the organization of a fraternity, sorority, or secret society.

#### **Academic Eligibility Requirements grades 9-12**

All rules and regulations promulgated by the N.J.S.I.A.A., pertaining to interscholastic sports, shall be in effect. In addition, the Board of Monroe Township establishes the following:

1. To be eligible for co-curricular/athletic activities during the first semester (September 1 to January 31) of the 10<sup>th</sup> grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% of the credits (27.5) required by the State of New Jersey for graduation (11), during the immediately preceding academic year.
2. To be eligible for co-curricular/athletic activities during the second semester (February 1 to June 30) of the 9<sup>th</sup> grade or higher, a pupil must have passed the equivalent of 12 ½% of the credits (13.75) required by the State of New Jersey for graduation (110) at the close of the preceding semester (January 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

### 3. Article V. Section 4E

#### E. CREDITS

##### Beginning with the Class of 2014

1. To be eligible for athletic competition during the first semester (September 1 to January 31) of the 10<sup>th</sup> grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% of credits (30) required by the State of New Jersey for graduation (120), during the immediately preceding academic year.

2. To be eligible for athletic competition during the second semester (Feb. 1 to June 30) of the 9<sup>th</sup> grade or higher, a pupil must have passed the equivalent of 12 ½ % of the credits (15) required by the State of New Jersey for graduation (120) at the close of the preceding semester (Jan 31). Full -year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

#### **Behavioral Eligibility Requirements grades 9-12**

All students must maintain a positive record of behavior or conduct in school, in order to be considered for participation in the co-curricular/athletic program. Because students participating in the co-curricular/athletic program will be representing our school to the public at large, their individual behavior or conduct will reflect directly upon the image and perception of our school by the public. Therefore, a student who accumulates a record of conduct violations of school rules may jeopardize his/her eligibility.

- A student who is absent from school, or is ISS/OSS may not participate on that day.
- When a student accumulates 15 after school detentions, 10 days out of school suspension or 10 days in-school suspensions, the student will be on probation for two weeks from that activity.

- When a student reaches 20 after school detentions, 15 out of school or in-school suspensions, the student will be prohibited from all extra curricular activities for the remainder of the current school year.
- If a student has accumulated 10 days OSS/ISS or combination of OSS/ISS prior to the start of the activity, then that student will be required to appear before the eligibility committee. A student who reaches 10 days out of school suspensions prior to the start of the activity will be required to appear before the eligibility committee to review his/her status. The same will hold for in-school suspension as well.

In the case of special activities, e.g., band concert, chorus concert, school play) students whose behavior is not consistent with the above policy will be referred to the eligibility committee prior to their participation.

The above regulations are to be considered as minimum standards of behavior and apply to the activities listed below. Coaches/advisors may impose additional standards for members of their activities.

Interscholastic sports

All Clubs

Student Council

Class Officers

School play

Chorus Concerts

Band Concerts

Competition Band

Special Events

**Co-curricular/Athletic Behavioral Eligibility Committee  
grades 9-12**

A student Behavioral Co-curricular/Athletic Eligibility Committee will be established to determine a student's eligibility to participate in any of the co-curricular/athletic activities. This

committee will be composed of the Assistant Principal, in charge of Student Activities, moderator of the activity/sport, guidance counselor (CST) and a teacher selected by the building Principal. After considering each case, the committee will be empowered to make the following determinations with respect to a student's eligibility:

Completely eligible  
Eligible/on probation  
Ineligible

In accordance with "due process" a student will have the right to appeal any decision of the eligibility committee.

|                |                                     |
|----------------|-------------------------------------|
| First Appeal:  | High School Principal               |
| Second Appeal: | Assistant Superintendent of Schools |
| Third Appeal:  | Superintendent                      |
| Fourth Appeal: | Board of Education                  |

### **Appeal Process**

Appeals regarding controlled dangerous substances may only be considered at the Board level.

A student found to be in possession of; in control of; or under the influence of any controlled dangerous substance, drugs, alcohol, and as more particularly set forth in the N.J.S.A. 18A:40-4. 1, will forfeit his/her eligibility, the duration of which will be determined by the Board of Education.

School administrators are granted discretion under this policy to consider each situation individually and take appropriate action in the best interest of the student and the school.

No pupil who has been absent for a school day may participate in a co-curricular/athletic activity scheduled for the afternoon or evening of that school day.

The Board will not permit pupils who reside in this district and who are not enrolled in the public school to participate in noncompetitive co-curricular activities on a space-available basis. Participants will be permitted only on written application and the applicant's assurances that the pupil agrees to be bound by the policies, rules, and regulations of this district.

The Superintendent shall prepare procedures to implement a co-curricular/athletic program and shall assess the needs and interests of the pupils of this district and provide for the continuing evaluation of the co-curricular/athletic program.

39 U.S.C.A. 1701 et seq.  
N.J.S.A. 18A:11-3; 18A:42-2; 18A:42-5

Adopted: 11 June 2003

## **Fund Raising**

Only recognized school organizations, clubs, teams, classes, etc. may engage in fund raising activities. Prior approval of the Principal and the Supervisor of Athletics or the Assistant Principal in charge of Student Activities must be obtained.

## **Interscholastic Athletics**

### Fall

Football  
Boys Soccer  
Girls Soccer  
Field Hockey  
Girls Cross Country  
Girls Tennis  
Cheerleading  
Girls Volleyball

### Winter

Boys Basketball  
Girls Basketball  
Wrestling  
Boys Winter Track  
Boys Bowling  
Girls Bowling  
Cheerleading  
Competition Cheer  
Ice Hockey

### Spring

Baseball  
Softball  
Boys Track  
Girls Track Boys Cross Country Girls Winter TrackB  
Golf (coed)  
Boys Lacrosse  
Girls Lacrosse



## **Activities**

Academic Team  
African-American Club  
American Legion Oratorical  
Animation Club  
Art Club  
Band/Jazz Ensemble  
Chorus  
Class Activities:  
    Freshman Class  
    Sophomore Class  
    Junior Class  
    Senior Class  
Computer Club  
Distributive Education  
    Clubs of America (DECA)  
Drill Team  
Economics & Finance Team  
Environmental Action Club  
Ex-Amino  
Fellowship of Christian           Athletes  
FCCLA  
Falcon Leadership for Youth  
French Honor Society  
Future Business Leaders of America (FBLA)  
Gay Straight Alliance  
Health Occupations Students of America  
History Club  
History Honor Society- Rho Kappa  
International Thespian Society

Italian Honor Society  
Italian National Honor Society  
Jazz Dance Team  
Junior State of America  
Key Club  
Lead by Diversity  
Literary Magazine  
Math-letes  
Mens Chorus  
Mock Trial / Debate Club  
Model UN (United Nations)  
Monroe Falcon Newspaper  
Multi-Cultural Club  
Muslim Student Alliance  
National Arts Honor Society  
National Honor Society  
Photography Club  
Paws for Cause  
Peace Ambassadors  
Poetry Club  
Project Graduation  
School Store  
Science Club  
Science-letes  
Spanish Honor Society  
Student Council  
Table Tennis Club  
Technology Club  
TEDx  
Tri-M Music Honor Society  
Yearbook  
Young Science Achievers  
Youth and Government  
  
Innovations & Experimental Center

**Monroe Township High School  
A/B Block Schedule**

**Full Day**

| Block | Time                             |
|-------|----------------------------------|
| 1     | 7:27 - 8:57 a.m.                 |
|       | 8:56 - 8:57 Pledge of Allegiance |
| 2     | 9:02- 10:26                      |
| 3     | 10:31- 12:31                     |
| Lunch |                                  |
| A     | 10:31 - 11:02                    |
| B     | 11:16- 11:47                     |
| C     | 12:00- 12:31                     |
| Block |                                  |
| 4     | 12:36 - 2:00 p.m.                |

**Half Day Bell Schedule**

| Block | Time                             |
|-------|----------------------------------|
| 1     | 7:27 - 8:23 a.m.                 |
|       | 8:23 - 8:24 Pledge of Allegiance |
| 2     | 8:29 - 9:25                      |
| 3     | 9:30 - 10:26                     |
| 4     | 10:31 - 11:27                    |

## **Delayed Opening**

### **Block**

1 9:27- 10:17  
10:16- 10:17 Pledge of Allegiance

2 10:22- 11:13

3 11:18- 1:04

### **Lunch**

A 11:18-11:49

B 11:57-12:28

C 12:33- 1:04

### **Block**

4 1:09- 2:00 p.m.

