

# **MORRISTOWN HIGH SCHOOL**

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Morristown, NJ 07960

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[www.morristownhighschool.org](http://www.morristownhighschool.org)

## **Student Handbook**

### **2018-2019**

Rev. 10/24/18

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### **Disclaimer**

School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state, or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guide book; however, we expect students to follow reasonable rules and not violate the rights of others.

# MORRISTOWN HIGH SCHOOL

## MISSION AND BELIEFS

### ***Mission:***

The core value and primary purpose of Morristown High School, with its large and diverse population, is to foster a community in which learning is meaningful, challenging and lifelong, and where the expectations of growth, individual understanding, excellence and creativity exist for all students and staff in a dynamic and academic environment. This mission will be achieved through a research-based process of continuous and collaborative planning, implementation and evaluation.

### ***We believe that:***

#### ***Family and community partnerships are essential for learning***

The broader school community of staff, administrators, parents, students and community members should share the high school's core value and primary purpose. They are critical partners in creating a meaningful learning environment for students.

#### ***Active participation by students is critical to the learning process***

The model of learning at the high school should be that of integrated learning with the teacher as guide, facilitator and coach, drawing out the best of each student and requiring his or her active participation in the construction of knowledge.

#### ***A successful high school culture fosters lifelong learning***

A culture that fosters lifelong learning, in which learning is seen as a journey of continual discovery rather than simply the mastery of a series of discrete tasks, encourages the mutual experiences of teaching, learning and intellectual engagement between students and staff. This climate must be created if the high school is to successfully foster effective and productive citizens for a rapidly changing global environment.

#### ***Expectations of excellence apply to all students and staff***

The broader school community expects that each student will achieve rigorous academic standards, develop critical thinking skills, and master essential learnings that are grounded in the wisdom of the disciplines. It has similar expectations of excellence for the high school staff, and looks to them to model the skills and behaviors that create the environment necessary to support student excellence.

#### ***Each learner is unique***

The best way to improve our learning capacity is to understand how we learn; therefore, the broader school community expects that learning and assessment for each student will accommodate his or her learning style and tap into his or her human spirit.

#### ***In a community of learners, no student is anonymous and no teacher is isolated***

The learning and teaching environments in the high school should be personalized to the greatest degree possible. The high school must develop structures and foster values that ensure that each student is provided meaningful contact with at least one school-based professional who understands and respects him or her as a unique learner. Likewise, the high school must develop structures and foster values that ensure that each teacher has the time and opportunity to interact with students, parents and other school and district staff in order to support his or her personal and professional growth.

#### ***Professional growth is essential for quality teaching***

Every teacher at the high school has the right, and obligation, to develop his or her professional skills through sustained, research-based and collaborative professional development. The high school must provide staff with the opportunity, resources and time to construct their own knowledge and collaboratively design their own teaching in order to reflect both wise practice and their individual teaching styles.

#### ***A safe and positive school environment is non-negotiable***

To support the social and emotional needs of students, a safe learning environment and positive school climate must be established and maintained. This is essential for intellectual growth and to prepare students to fulfill their responsibilities as adults and citizens.

#### ***Respect for others is fundamental***

The rich diversity among the students of the high school, and the broader school community, should be valued, embraced and integrated into the learning experience in the high school.

## **Superintendent of Schools**

Mr. Mackey Pendergrast

## **Board of Education**

Ms. Lisa J. Pollak, President  
Dr. Jennifer van Frank, Vice President

Mrs. Nancy Bangiola  
Ms. Meredith Davidson  
Ms. Lucia Galdi, Morris Plains Rep  
Dr. Peter Gallerstein

Mrs. Prim Minchello  
Mr. Leonard Posey  
Mrs. Ann Rhines  
Ms. Jeanette Thomas

## **Administrators**

### *Principal*

Mr. Mark Manning ext. 2104

### *Assistant Principals*

Mr. John Pallino – Grade 9 ext. 2110

Mr. Vincent Marchese – Grade 10 ext. 2110

Ms. Kiina Dordoni – Grade 11 ext. 2110

Ms. Marietta Scorsune – Grade 12 ext. 2110

### *Supervisors of Instruction*

Dr. Kara Douma ext. 2282

Mr. Michael Lockman ext. 2283

Mr. David Thompson ext. 2117

Mr. Brian Young ext. 2217

### *Director of Guidance*

Dr. Jennifer Giordano ext. 2332

### *Director of Athletics*

Mr. Smitty Horton ext. 2120

## **School Anti-Bullying Specialist**

Ms. Sandra Caruso ext. 2105

## **Offices**

Main Office ext. 2101

Athletic Office ext. 2120

Athletic Trainer ext. 2159

Attendance Office ext. 2150

Custodial Office ext. 2963

Guidance Office ext. 2130

Health Office ext. 2141

Media Center/ ext. 2144

Transportation 973-292-2066

## **Fax #'s**

Main Office 973-539-5573

Athletics 973-451-0304

Child Study Team 973-292-4803

Guidance 973-292-2129

Health Office 973-292-2023

*A complete Staff Directory is available on the MHS website.*

[www.morristownhighschool.org](http://www.morristownhighschool.org)

## A/B Alternating Block Schedule

### TIME SCHEDULE – Regular Days

Time	A Day	B Day	Minutes
7:50 – 9:15	1A	1B	85
9:20 – 10:40	2A	2B	80
10:40 – 11:30	Lunch	Lunch	50
11:30 – 12:50	3A	3B	80
12:55 – 2:15	4A	4B	80

### TIME SCHEDULE – Homeroom Bell Schedule (as needed)

Time	A Day	B Day	Minutes
7:50 – 9:05	1A	1B	75
9:10 – 9:30	Homeroom	Homeroom	20
9:35 – 10:50	2A	2B	75
10:50 – 11:40	Lunch	Lunch	50
11:40 – 12:55	3A	3B	75
1:00 – 2:15	4A	4B	75

### TIME SCHEDULE – Early Dismissal

Time	A Day	B Day	Minutes
7:50 – 8:55	1A	1B	65
9:00 – 10:00	2A	2B	60
10:05 – 11:05	3A	3B	60
11:10 – 12:10	4A	4B	60

### TIME SCHEDULE – Delayed Opening

Time	A Day	B Day	Minutes
9:50 – 10:53	1A	1B	63
10:56 – 11:55	2A	2B	59
11:55 – 12:25	Lunch	Lunch	30
12:25 – 1:24	3A	3B	59
1:27 – 2:26	4A	4B	59

# **General Policies and Procedures**

## **Academic Integrity**

See Academic Integrity, page 37.

## **Accidents/Injuries**

All accidents to students or staff must be reported to the Health Office. The high school has three certified nurses and an athletic trainer on staff. Information on school insurance is available at the Health Office.

## **Affirmative Action/Sexual Harassment Policy**

The school has a responsibility to ensure all its faculty members and students equal opportunity regardless of ancestry, color, creed, national origin, race, religion, sex, and social or economic status. Anyone who believes he/she has been discriminated against with respect to the District's Affirmative Action Policy may file a written grievance to the building principal. If within five school days the grievance is still not resolved to the individual's satisfaction, the grievance may be presented in writing to the district Affirmative Action Officer, the Business Administrator/Board Secretary. In addition, any individual may petition the Commissioner of Education to resolve the dispute under regulations governed by New Jersey Law.

The high school acknowledges the right of students, teachers and other employees to study and work in an environment free from sexual harassment. Sexually offensive speech and conduct are inappropriate to a sound learning and teaching environment, and are prohibited. Sexual harassment includes all types of sexual advances and physical or verbal contacts of a sexual nature that are offensive to the recipient, or which are made for the purpose of influencing the learning or working situation of a student, teacher or other employee.

The high school administration reserves the right to take swift action in all reported cases of harassment. The administration will penalize offenders in keeping with the nature of the incident, the student discipline record, and the timeliness with which the incident was reported.

## **Arrival and Dismissal**

- Upon arrival in the morning, students will go directly into the building through the Main Entrance on Early Street
- School begins promptly at 7:50 (warning bell rings at 7:45). All students are expected to be in their first period class when the 7:50 bell rings.
- Students who arrive to school after 7:50 are required to report immediately to the Attendance Office to obtain a pass to class.
- When the school day is over, students will go to their lockers, and then leave the building directly to their bus or their after-school activity.
- Late buses are provided for students enrolled in afterschool activities at 4:00 pm., Tuesday through Friday.

- One-way buses are provided for student-athletes practicing off site.

### **Athletic Code of Conduct**

As an athlete representing Morristown High School, all students must adhere to specific behavioral and academic guidelines as established in conjunction with the Morris School District Athletic Director. This Code of Conduct will be reviewed by all coaches and distributed to all athletes and parents to be signed prior to participation in the program.

### **Athletics/Extra-Curricular Activities**

Students must be in good academic and behavioral standing to remain eligible to participate in any clubs/activities/sports.

Eligibility for all athletics & extracurricular activities is determined by several criteria that are reviewed at the beginning of each marking period. The criteria include:

- Attendance (see page 20)
- Discipline/Behavioral record – students will be restricted from participating in extra-curricular activities if their behavior or conduct warrants it (see page 23)
- Acceptable academic standing as per Athletic/Extra-Curricular Code of Conduct
- Adherence to NJSIAA rules and regulations for participation in athletics

### **Bedside Instruction**

Bedside Instruction is available to students when, at the onset of a disability, a physician or the Child Study Team certifies that the pupil's condition will prohibit him/her from attending school for a period of two weeks or more. A parent must submit a request for home instruction directly to the school district in which the student is enrolled. The request must include a written determination from the student's physician documenting the need for confinement at the student's home or other treatment setting for 10 or more consecutive school days or 20 cumulative school days or more during the school year. A doctor's note must have a diagnosis and a length of time, with a specific end date.

The school district must submit the written determination to the school physician who will review and verify the need for home instruction. The school physician may also provide reasons for denial of the need for home instruction to the board of education. The district is required to notify the parent of the school physician's verification or reasons for denial within five school days of receipt of the written determination.

The district must provide instruction within five school days of the school physician's verification. If verification is made prior to the student's confinement, then instruction should begin during the first week of the student's confinement. Students suspended from school for violations of the school code of conduct are eligible for home instruction on the 5<sup>th</sup> day following the suspension until readmission to school. Contact your Guidance Counselor, ext. 2135.

## **Building Access Protocols**

### **Students:**

- Upon arrival in the morning, students will go directly into the building through the Main Entrance on Early Street. Students are not permitted to access the building through any other door as these doors will be locked.
- Students should not open any exterior door to the school for any reason other than an emergency evacuation drill.
- Students who have early dismissals must exit through the Main Entrance on Early Street.

### **Visitors:**

- Parents/Guardians are always welcome to visit MHS. Parents/Guardians are asked to arrange for an appointment with an administrator, counselor, or teacher prior to coming to the building.
- All visitors **must** enter the High School through the front doors on Early Street.
- All visitors must register and present a valid picture ID at the Security Desk upon entering the building.
- School policy is to allow only those visitors who have legitimate business to enter the school.
- Student visitors **ARE NOT PERMITTED** to visit the school and/or classes with friends without prior administrative approval.
- Students are not to bring relatives and/or children to school.

Any person in the building without approval from the administration will be considered a trespasser and subject to local ordinances regarding trespassing.

## **Bus Conduct**

Students are expected to:

- Be respectful of the driver and bus aide.
- Be at their designated bus stop ten minutes before pick-up time in the morning.
- Board their assigned bus quickly and in an orderly manner.
- Wear their seat -belts.
- Remain seated in their assigned seat during the entire ride.
- Keep the aisles clear.
- Refrain from excessive noise and use of inappropriate language

Students not in compliance may lose their privilege of bus transportation. Due to the fact that many buses are at the legal capacity allowed by law, students must ride home on the bus that has been assigned to them by the Transportation Coordinator. Under No Circumstances can the school permit a student to ride on another bus. Any requests for a change of bus must be directed to the Transportation Department at 973-292-2066.

To maintain the safe and secure conditions for all pupils transported on school owned or contracted school vehicles, the Board may use devices to monitor and/or observe pupil behavior, teacher and support staff behavior, school bus driver discipline procedures and/or school bus driver driving techniques. The device may be a sound video camera, a voice monitoring device or other appropriate devices. Each school vehicle will have a sign clearly posted in the school vehicle stating that:



## **“Video and/or Audio Monitoring Devices Are Used On School Owned And Contracted Vehicles And This Vehicle May Be Monitored At Any Time.”**

The recording may be used in pupil and staff discipline matters, driver evaluations or for driver discipline or training.

### **Cell Phones**

**The Morris School District and Morristown High School are not responsible for lost, stolen, or damaged cell phones. Students carry cell phones/electronic devices at their own risk.**

Students may not use cell phones during instructional time – neither in class nor in hallways. Teachers have the right to collect cell phones from students and return cell phones at the conclusion of class.

Students MAY use cell phones before and after school and during the lunch period

**Cell phones are prohibited in Physical Education classes, locker rooms or bathrooms.**

If a student chooses to violate this policy the following consequences will be imposed:

- 1<sup>st</sup> offense – Phone is confiscated by the teacher, teacher communicates with parent and the student receives a teacher-issued detention.
- 2<sup>nd</sup> offense – Phone is confiscated by the teacher and returned to student by Assistant Principal. Assistant Principal will contact parent. Student will receive an After School Detention.
- 3<sup>rd</sup> offense – Phone is confiscated by the teacher. A parent conference is arranged with Assistant Principal at which time phone will be returned and an action plan may be developed.
- Additional incidents may result in suspension.

### **Change of Address**

It is very important, for emergency and administrative reasons, that every student maintains an up-to-date address, e-mail, and emergency contact phone record at the school office. Notify the school immediately if you have a change of address, telephone number, emergency number, or E-Mail address during the school year.

### **Child Find Statement**

The Morris School District Board of Education Regulation 2460.1 contains the language “All pupils with disabilities, who are in need of special education and related services, ... regardless of the severity of their disabilities, must be located, identified and evaluated according to N.J.A.C. 6A:14-3.3.” If you are concerned that your child (of any age) may have a disability that impacts or will impact

their ability to succeed in school, please contact your child's teacher or the building principal to learn about the resources available to help your child. This link will provide more information for you:

[http://www.state.nj.us/education/specialed/childfind/fact\\_sheet.pdf](http://www.state.nj.us/education/specialed/childfind/fact_sheet.pdf)

### **Chromebooks**

All students must receive a school-issued Chromebook. School-issued Chromebooks are the only acceptable devices to use for work done in school. Students are not permitted to bring personal computers or tablets, including but not limited to Macbooks, Windows, Linux or non district issued chromebooks to school.

### **Code of Conduct**

Morristown High School is grounded in the concept of mutual respect for all members of our school community. It is expected that all interaction among the members of our school community will be governed from that vantage point. Anything less is unacceptable. Anyone who violates our code of conduct will receive consequences. Remember that we enforce consequences as well as offer counseling to our students as a means to ensure that our school maintains a healthy environment. (See section – Student Code of Conduct, page 23)

### **Core Team**

The Core Team is a support service for all students comprised of staff from all areas of the high school. School staff and parents may request assistance/review in the identification and resolution of issues regarding students' known or suspected drug/alcohol use and other health issues which may interfere with student achievement. The committee will recommend interventions designed to assist a student and the family in overcoming individual problems related to learning and personal well-being.

### **Dating Violence**

The Board of Education believes a safe and civil environment in school is conducive for learning. A student who is a victim of "Dating Violence" suffers academically and the student's safety at school is jeopardized. Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the "student code of conduct". All school staff members shall take reasonable measures to prevent acts or incidents of dating violence at school involving students. All acts or incidents of dating violence at school shall be reported to the Principal or designee in accordance with Board Regulation #5519.

### **Distribution of Literature**

All posters, announcements, flyers, or forms that are posted or distributed in the high school must be approved by the administration. This policy governs all clubs, organizations, and school associated groups approved by the Board of Education. All outside organizations/groups must have approval by the Superintendent. Signs and announcements shall not be posted on painted surfaces or block doorway visibility.

## **Dress Code**

Parents have the primary responsibility for determining appropriate dress for their children. While it is not the intent of the school regulation to usurp parent/student choice in the selection of clothing styles, it is necessary to establish guidelines and limits as to what is permitted within the school environment.

Students are prohibited from wearing dress that “interferes with the health and safety of other students, advertises drugs/alcohol or inappropriate activities, or is a distraction to the educational process.” The code is designed to encourage a mode of dress and grooming which is conducive to establishing a climate for teaching and learning.

### **The following items shall not be permitted:**

- fashion which exaggerates, reveals, or calls attention to anatomical details
- exposure of undergarments
- headwear that conceals a student’s identity
- gang-related items or dress
- clothing that promotes alcohol, drugs, or is sexual in nature.

## **Drug, Alcohol Use/Possession**

The Board of Education prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds, including on school buses or at school-sponsored functions according to law. Such use, possession and/or distribution is a violation of the Code of Student Conduct and will result in discipline.

As set forth in Board of Education Policy 5530, any educational staff member or other professional to whom it appears/suspects that a student may be currently under the influence of alcohol or other drugs on school grounds shall report the matter as soon as possible to the principal or his designee, who shall immediately notify the parent and the chief school administrator and arrange for an immediate medical examination by a physician of the student for the purposes of providing appropriate health care and for determining whether the student is under the influence of alcohol or other drugs.

The chief school administrator or designee shall disclose to law enforcement authorities the identity of any student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.

For more information about the procedures involved with drug and alcohol use and possession, please review Board of Education Policy/Regulation 5530, which is available on the District's website.

Any student or parent who would like information about substance abuse intervention, prevention and/or treatment referral programs, should contact Karen Jones-Williams, 973-292-2000, ext. 2132, or Susan Mele, 973-292-2000, ext. 2173.

### **Early Dismissal**

Appointments should be scheduled outside school hours or on school holidays. Students who need to leave the building during the school day must bring an excuse, signed by a parent/guardian, to the Attendance Office on the morning of the day they are to leave early. All students must be signed out of the building by the parent/guardian in the nurse's office. Justifiable excuses may include: medical or dental appointments, medical disability, and family emergency or court appearance.

### **Electronic Music Devices**

Electronic music devices **may** be worn in the halls between classes and during the lunch block. They are not permitted in class unless the teacher has given the class permission. If worn during class without permission, the device will be confiscated by the teacher. Repeated issues will result in a Discipline Referral submitted to an Assistant Principal.

### **E-Mail**

Our staff email can be accessed via our school website: [www.morristownhighschool.org](http://www.morristownhighschool.org). It is important to have a parent/guardian email address which will enhance school to home communication.

### **Emergency Closings and Delayed School Openings**

Whenever it is necessary to close schools due to weather conditions or other emergencies which may develop during the night, announcements of such closings will be made through the Honeywell Alert System. You received information at the beginning of the school year. You can also get information from the following radio/television stations between 6 & 9 a.m. in the morning on the day the schools are ordered closed. (Please be sure to listen for "Morris School District" information).

- FOX TV (Channel 5)
- CBS TV (Channel 2)
- NBC TV (Channel 4)
- ABC TV (Channel 7)
- FIOS 1 (Channel 1)
- All School Websites

Only the Superintendent of Schools may authorize school closings, therefore, information broadcast should be considered official. If a decision is made to delay the opening of school, the following procedures will be in effect for grades K-12:

- Bus pick-ups will begin approximately 2 hours later than normal.

- All schools will dismiss at the regular time.

### **Field Trips**

All school rules apply to field trips. When in public, students represent their school and are expected to follow school code of conduct.

Students who choose to demonstrate inappropriate behavior may be excluded from future trips. Teachers/Administrators have the right to prohibit a student from attending a field trip for academic and/or behavioral reasons.

### **Flag Salute**

According to MSD BOE Policy 8820, the morning opening exercises will include the pledge of allegiance and may include an appropriate patriotic song. Those pupils who have religious or conscientious objections may be excused from participating, but must not disrupt the exercises.

### **Fundraising**

Fundraising activities are permitted at MHS by school-sponsored clubs and school-associated groups approved by the Board of Education. The High School Administration must approve all fundraising.

### **Hall Locker/Gym Locker Rooms & Locks**

Each student will be assigned a hall locker & gym locker and to secure their belongings during the day and while in physical education classes. Care should be taken to ensure that lockers are closed and locked at all times. It is strongly recommended that students never bring large sums of money, valuable jewelry or expensive equipment to school. The school cannot assume responsibility for the safety/security of such items. Lockers that need repair should be reported to the Main Office.

The administration reserves the right to inspect and/or search lockers at any time. The student assigned to the locker will be held responsible for the contents of the locker.

### **Hall Passes**

Instructional time is valuable and students should make every effort to remain in class. However, if a student needs to leave a classroom the following procedures must be followed:

1. Student must ask the teacher for permission to use the pass.
2. Student must sign out of class.
3. Student must have the teacher's pass visible while in the hallways.
4. Student must use the restroom or water fountain closest to the classroom.
5. Student must return teacher's pass.
6. Student must sign in to class.

Students who need to leave a classroom for any reason other than to use the restroom, to get a drink, or to go to their locker must obtain a written pass from the teacher.

Unless it is an emergency - no student is permitted to leave the class during the last 5 minutes of the block.

### **Harassment, Intimidation, and Bullying**

The district board of education prohibits acts of harassment, intimidation or bullying of a student (HIB). A safe and civil environment in school is necessary for students to learn and achieve high academic standards; HIB is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment.

"Harassment, intimidation or bullying" means any gesture or written, verbal or physical act, or any use of electronic communication\* (N.J.S.A. 18A:37-15.1) that takes place on school property, at any school-sponsored function or on a school bus, and that is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or other distinguishing characteristic which has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption or interference with orderly operation of the school.

School administrators are required to implement procedures that ensure consequences and appropriate remedial actions for a student or staff member who commits one or more acts of HIB. Consequences shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance.

All school employees, as well as all other members of the school community, including students, parents, volunteers and visitors, are required to report alleged violations of this policy to the principal or the principal's designee. Reports may be made anonymously, but formal action for violations of the code of student conduct may not be based solely on the basis of an anonymous report.

The district board of education prohibits reprisal or retaliation against any person who reports an act of HIB.

### **Health Records**

Our nurses maintain health records on each child. All new students must have documentation of required immunizations before starting school. Documentation of recent physical exams must be submitted within 30 days of entering school. Any questions should be directed to the School Nurse at 973-292-2000 ext. 2141.

### **Homework**

The Morris School District Board of Education and professional staff recognize regular, purposeful homework as an essential component of the instructional program and educational process. The timely, successful completion of homework is one component of a student's grade. It is strongly

recommended that students complete homework on the day it is given so that they may request assistance, if needed, prior to the due date. Parents are encouraged to monitor their student's homework on a regular basis throughout the year.

Homework will:

- Be assigned with regularity
- Clearly relate to the curriculum and daily classroom instruction or explore new and related subject matter
- Help pupils develop good study skills, work independently or in small groups, organize and budget time,
- Develop a positive self-image.
- No new homework will be assigned during some vacations.

### **Honeywell Instant Alert**

It is imperative that parents register and create an account with Honeywell in order to receive instant notification of emergency closings/situations. This system will also be utilized to notify homes of activities, important school events and absences from school. Please visit our school website for directions to register and create an account.

### **I.D. Cards**

Students must carry their ID at all times and present it upon request. **Replacement ID cards are \$3.**

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

The Intervention and Referral Service is a support service for students. School staff and parents may request assistance for the resolution of diverse educational problems regarding students' learning, behavior, and health issues which may interfere with student achievement. The committee will suggest interventions to help the student overcome the problems related to learning and personal well-being.

### **Lost and Found**

Items found will be held in the Main Office or the custodial Loading Dock Area.

### **Lunch Privilege**

Students have the privilege of eating lunch during a 50-minute common lunch in the cafeteria and other designated areas. Students are expected to clean their eating area, discard garbage in receptacles and to assist in keeping the cafeteria, halls, rooms, and grounds neat and clean.

Students with a “**privilege pass**” are allowed off campus, and they **must display their ID when leaving and returning to campus.** Students with a privilege pass must exit and enter through the doors located by the Woodshop. Failure to follow the protocol will result in loss of the off campus privilege.

Students are permitted to eat in any of the designated areas during the lunch block. Students may eat in classrooms only with a teacher present. There is no food or drink allowed in the Learning Commons or on the 3<sup>rd</sup> and 4<sup>th</sup> floors. Students are not allowed on the 4<sup>th</sup> floor without a pass from a teacher. The usual rules of student behavior as listed in the Code of Conduct will apply during lunch block.

Weather permitting; students will be permitted to eat lunch outdoors in the back of the building. Students must exit and re-enter the building through the lower atrium doors only.

**Students failing to comply with behavioral expectations will forfeit their lunch privilege and be placed in a supervised lunch for a time frame to be determined on an individual basis by administration.**

The Food Service department has installed a computerized system at the high school. Each student has an account, identified by his or her ID number. It is a debit system, not a credit account. Students can enter their ID number into the keypad, and if they have money in their account, the purchase will be deducted.

The computer is programmed with the status of our free and reduced students so that they cannot be distinguished from the paid accounts. Parents can also stipulate that money on account can only be used for lunch, no a la carte items.

To take advantage of this new system, simply send a check made out to Morris Schools Cafeteria Fund, include the name of your child, their ID number, and if you want the money used only for a meal, no extras. Students can send their deposits to the Food Service Office or pay the cashier in the main dining room. If you have any questions, please call the Food Service Department at ext. 2070. Money left in the account at the end of the year will be transferred to the following year. The Food Service cannot make refunds.

**All families should make themselves aware of the district policy regarding outstanding balances incurred in the Cafeteria. Policy 8550, Outstanding Food Service Charges, is posted on the school website.**

### **Make Up Work**

It is the student's responsibility to make up all missed assignments, tests, or exams within five days of returning to school after an excused absence. Students who cut class/truant from school will **NOT** be permitted to make-up work and will receive a grade of "0" on assignments, projects, tests and quizzes missed.

### **Medications**

All medications must be dispensed in the Health Office. Students are not permitted to have/carry medication(s) in the school unless the medication is for a life-threatening illness/allergy. All medications, either prescription or over-the-counter, require a health care provider's medical order and a permission note from a parent/guardian. If your child requires medication or nonprescription medications during the school day, the following is necessary:



Dispensing prescription and non-prescription medicines (Tylenol, cough meds, allergy meds, Etc.) requires a Morris School District Medication Authorization form filled out by your physician. It should list the diagnosis, name and dosage of the drug, and the time(s) to be given. Medical authorization forms are available from the school nurse. This procedure will be strictly enforced. All medication must be in an original, labeled container or package.

### **Non-School Vacation**

These are considered unexcused absences. Parents who choose to remove their student from school must provide advanced written notice explaining the reason and length of the trip. The classroom teacher will only be required to provide a general listing of materials to be covered. It is not reasonable to provide detailed assignments when the student is not present for the daily instruction. Any missed tests or quizzes will be made up at the teacher's discretion.

### **Personal Belongings (Property)**

Do not leave valuables unprotected. If it is necessary to bring money or valuables to school, they should be left in the Main Office for safekeeping. Do not leave book bags unattended and always secure your locker. If you find any article in the building or on campus, take it to the main office. If you lose something, report the loss immediately and file a report in the main office.

***The school does not assume any responsibility for lost or stolen articles.***

### **Pranks**

Any behavior that threatens the safety and well-being of others in the building or that causes damage, vandalism, or other forms of disorder, are prohibited. Items such as water guns, water balloons, stink bombs, etc. are not allowed on school property. Students who violate this policy may receive OSS, and exclusion from graduation and/or privileges as deemed appropriate by the administration.

### **Privilege Pass**

This privilege is extended to seniors for the entire year and juniors for the second semester to encourage responsible behavior and academic achievement.

At the start of the school year the following will be evaluated:

1. G.P.A. of 2.2 for the previous year.
2. No discipline/attendance issues during the previous year
3. No financial or disciplinary obligations

Students must satisfy all above criteria to receive a Privilege Pass.

Students qualifying must submit a notarized contract and comply with the Code of Conduct and Attendance Policy. The decision will take into account the student's behavior, attendance and academic progress during their previous school year. Students may lose their Privilege Pass for any discipline/attendance and/or academic issues that develop during Senior Year..

Students with Privilege Passes are required to exit and re-enter the building through the Woodshop doors. Students who violate this requirement will have their Privilege Pass revoked.

### **Pupil Supervision After School Dismissal**

Any parent(s) or legal guardian(s) of a pupil attending a district-operated school or program in grades Kindergarten to twelve, where the pupil is not eligible for district-provided transportation or is eligible and elects not to use district-provided transportation after dismissal may request the school or program not release the pupil to walk home after dismissal unless the pupil is released to the parent(s) or legal guardian(s). The parent(s) or legal guardian(s) requesting their child(ren) only be released to a parent(s) or legal guardian(s) or parent(s) or legal guardian(s)-designated escort after dismissal must submit a completed Universal Sign Off Form to the Principal or designee, or program administrator.

### **School Security Procedures**

“**School Security Drill**” means an exercise to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, or active shooter situation that is similar in duration to a fire drill. State Law requires schools to conduct at least one fire drill and one school security drill each month within school hours (**N.J.S.A. 18A:41-1**). All staff are required to review specific drill procedures with all their students, including posted procedures in each classroom.

- In an **evacuation drill** teachers are required to leave doors/windows unlocked, move to “Safe Areas”, and reassemble in an orderly manner for attendance.
- In a **lockdown drill** teachers are required to lock the classroom doors, turn all lights off, and remain quiet.

Behavioral issues during any emergency situation that puts other students’ safety in jeopardy will be addressed by an administrator and may result in disciplinary consequences.

### **Senior Parking Rules**

Senior parking is a privilege extended to seniors who abide by the guidelines established by the school administration to ensure safe and orderly parking lots. **Implemented with the Class of 2011, all students must attend a mandatory session of “Share the Keys” with a parent/guardian to become eligible to receive this privilege.**

The school parking lots and access driveways are regulated by the school administration and are under the jurisdiction of the Morristown Police who enforce local ordinances. Violations of the rules can result in the loss of parking privileges on school property.

Eligible seniors:

- Must secure a permit by completing a notarized parking contract.
- Must display a parking decal clearly on the driver’s side window.
- Must park in the designated lot only!
- There is **no parking** in the bus lanes during school hours.

- Cars illegally parked are subject to ticket and towing.
- There is **no parking** in staff lot.
- Repeat offenders will forfeit parking privilege and be assigned Out of School Suspension (OSS).

### **Student Photographs**

Each fall in Grades 9, 10 and 11 a professional photographer takes student pictures. Information about costs and procedures to review and purchase is sent home with students a few days before the pictures are to be taken. Students in Grade 12 will have a scheduled appointment for a senior portrait. These are the pictures that will appear in the school yearbook – The Cobbonian. Students who do not have their picture taken will not appear in the yearbook. Student photographs are also used for the Student ID cards. Students are not permitted to wear any head coverings (other than for religious reasons), sunglasses, or earphones in photos.

Grades 9, 10, and 11 will have photos taken during their Physical Education classes in September.

**Please see the School Calendar for the dates.**

### **Student Records/Information**

During the course of the year Morristown High School encounters situations that necessitate the disclosure of student directory information (e.g. name, address, phone number, gender, age, ethnicity, participation in activities/clubs/athletics, degrees and awards received) to outside sources. This information will be disclosed unless a parent/guardian decides to opt-out by notifying the school in writing that they do not want this information disclosed without their prior consent. It is the responsibility of the parent/guardian to submit this request to the school by September 30<sup>th</sup> of each academic year.

Please note that in the event that other information is requested regarding your student for the purpose of scholarships, colleges, special interest groups, etc., you will be contacted directly to determine your willingness to share this information.

## **Morristown High School Attendance Policy** **BOE Policy #5200 Attendance**

The Board of Education requires the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the State. (N.J.A.C. 18A:38). The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. The MSD attendance policy:

- Requires that every student, as well as his/her family, make proper choices that ensure the student meets the minimum attendance requirement.
- Provides an appeal process to address emergency circumstances beyond the control of the student or family.

### **Absence Verification**

- Parents/guardians should notify the school prior to 8:00 a.m. on the morning of the student's absence via a phone call. The Morristown High School Attendance Office can be reached at (973) 292-2000, ext. 2150. Parents/guardians are asked to contact the Attendance Office before 8:00 a.m. on each day their student(s) will be absent.
- Excused absences include:
  - Illness (**with appropriate documentation**)
  - Death in the family
  - Religious observance
  - Suspension from school
  - Medical/Dental appointment (**must present verification of appointment/visit**)
  - College interview (**must present verification of appointment/visit**)
  - Court appearance (**must present verification of appointment/visit**)
  - Motor vehicle drivers test (**must present verification of appointment/visit**)
  - Such good cause as may be pre-approved by the administration
  - Absences due to **School Initiated Activities (field trips, assemblies, sports)** are **Excused**.

Absences for reasons other than listed above are **Unexcused**.

Students absent from school without authorization are deemed **Truant** and will receive school discipline. A truant pupil may be suspended for truancy in accordance with School Policy. Students absent from class without authorization are "**CUTTING**" and will receive school discipline.

**The Morristown High School Attendance Office can be reached at (973) 292-2000, ext. 2150.** Parents/guardians are asked to contact the attendance office before 8:00 a.m. on each day their students will be absent.

In our continual effort to ensure student attendance, administration reserves the right to cooperate with law enforcement and other authorities and agencies as appropriate.

## **Late Arrival To School**

Arriving late to school frequently results in loss of instructional time and may have an adverse effect on the academic achievement of a student and the disruption of instruction of other students. In order to develop a student's respect for education, punctuality and work ethic the following guidelines apply:

- A student arriving late to school should report to the Attendance Office. The student should present a note from parent/guardian explaining the reason for the late. The Morristown High School Attendance Office can be reached at (973) 292-2000, ext. 2150. Parents/Guardians are asked to contact the attendance office before 8:00 a.m. on each day their student(s) will be tardy.
- The student will be issued an admit pass to his/her class.
- Students arriving more than 40 minutes late will be recorded as a "Period Absent".
- Excessive tardies to school will result in disciplinary consequences.

## **Period Absences**

Regular and consistent attendance is required for the successful completion of each course offered at Morristown High School. Attendance in class is required if a student is to receive credit for a course. All students must meet minimum attendance requirements to be eligible to receive credit in a course. **Both excused and unexcused absences** are totaled in determining the number of days/classes missed in the year. Classes missed due to school initiated activities and classes missed due to school suspensions (OSS) are not part of the total.

The Attendance Office will monitor all **student absences** and notify the parent/guardian through monthly attendance reports. These reports will include information about absences from each class and will be emailed to the Parent Portal in Power School.

Please note that students will be placed on Non-Credit status once they have reached the following number of accumulated absences (both excused and unexcused) in any class:

### **Full Year (10.0 credit course)**

- Exceeding 32<sup>nd</sup> absence

### **Full Year (5.0 credit course)**

- Exceeding 16<sup>th</sup> absence

### **Semester (2.5 credit course)**

- Exceeding 8<sup>th</sup> absence

### **Quarter (PE and Health/1.25 credit course)**

- Exceeding 4<sup>th</sup> absence

Any student being placed on "Non Credit" status in a class is required to complete an Appeal to determine if credit will be given for the course. The student is expected to continue attending the class(s), participate fully, and complete all assignments pending a review.

### **Period Absence Appeal Process**

When a student is placed on "**Non-Credit Status**" in a course, the parent/guardian and student will receive written notice at the end of the course, indicating that the student must complete an Attendance Waiver as part of the Attendance Appeal Process. If the parent/guardian feels that the Non-Credit Status is not warranted, they have the right to appeal the decision. The student must file a written appeal to the Principal or designee within the time frame indicated in the communication.

#### **ANY STUDENT NOT FILING AN APPEAL WILL BE DENIED CREDIT IN THE COURSE.**

The appeal should state the reasons for his/her absences and should include official documentation that would reduce the number of absences. **Official documentation** includes:

- Illness (**with appropriate documentation**)
- Death in the family
- Religious observance
- Suspension from school
- Medical/Dental appointment (**must present verification of appointment/visit**)
- College interview (**must present verification of appointment/visit**)
- Court appearance (**must present verification of appointment/visit**)
- Motor vehicle drivers test (**must present verification of appointment/visit**)
- Such good cause as may be pre-approved by the administration
- Absences due to **School Initiated Activities (field trips, assemblies, sports)** are **Excused**.

When an appeal waiver documentation is received, the Attendance Review Committee will review the appeal. The Attendance Review Committee meets at the end of each marking period (quarter).

Unexcused lates to school/class will be taken into consideration

The Attendance Review Committee shall render a decision (Grant/Deny) on the appeal based upon supportive documentation and inform the student/parent/guardian in writing. There may be imposed conditions on any reinstatement of credit and require the pupil to agree to those conditions.

## **STUDENT CODE OF CONDUCT**

### ***“Rights, Responsibility, Respect”***

We, the students of Morristown High School, celebrate our diversity. We pledge to be kind and honest with each other REGARDLESS OF ABILITY, LANGUAGE, BACKGROUND OR ORIENTATION. To ensure a positive school environment, we strive to be hardworking and respectful. If we fall short of this expectation, we are responsible for our actions and we acknowledge that we have to work hard to restore and maintain our relationships.

This Code of Conduct serves as a guide for administrators. An Administrator has the authority to use his or her discretion depending upon the severity and frequency of incidents. The administrator also has discretion when dealing with students who have committed multiple offenses.

**The activities listed below are considered to be privileges of the students attending Morristown High School. All students must remain in good standing behaviorally and with attendance in order to have the privilege to participate in any of the following activities:**

- **Attendance at the Junior and/or Senior Prom**
- **Attendance at Athletic Events**
- **Attendance at Extracurricular Activities/Programs**
- **Graduation Ceremonies**
- **Field trips**
- **Participation on Athletic teams**
- **Participation in School Clubs/Activities**
- **In-school Activities**
- **Lunch Privileges**

Dear Morris School District Community,

The Morris School District is committed to ensuring that all our schools are predictable, consistent, safe, and supportive spaces for each student, each day. Our enduring aspiration is that each child will feel a sense of belonging to each school community through strong connections to his or her classmates, teachers, ideas, and the future. It is this commitment and aspiration upon which a revised code of conduct has been built.

Throughout the redesign process we remained committed to a transparent and authentic dialogue in which the input and feedback of parents, students, administrators, and community members were welcome and critical components.

This new Code of Conduct outlines the rights and responsibilities of all members of the school community and brings greater clarity to our expectations for student behavior, accountability and citizenship. Additionally, the new Code provides specific information regarding supportive interventions and promotes positive social behaviors throughout our school community. It is a co-constructed platform that will be reviewed and revised each year based on the continued input of all our stakeholders.

The Morris School District believes that a healthy community – anchored in respect and trust – is the surest path to the success for all our students. To this end, we will continue to aim for the highest quality dialogue as we work together to ensure a school environment that will enable all students to reach their full potential.

Sincerely,

Mackey Pendergrast  
Superintendent of Schools

## **Rights of Students**

### **Each student has the right ...**

- To receive an education that will prepare him/her for a purposeful and meaningful life.
- To attend a Morris School District school and to receive a free and appropriate public education as delineated by law, provided the student and the student's legal parent or legal guardian resides within the Morris School District boundaries.
- To learn in an academic environment that is safe, orderly, and purposeful as well as one where each student has equal access to the highest quality human relationships, curriculum and instruction, resources, support and mentoring.
- To fully belong to the school community. To be included and to take part in all school activities on an equal basis regardless of race, ethnicity, color, creed, religion, religious practices, sexual orientation, gender/gender identity, national origin, immigration status, political affiliation, age, marital status, or disability.
- To be treated with dignity, courtesy, fairness, and respect by all students and all school faculty, staff and administrators at all times whether in school or in digital platforms.
- To be protected from intimidation, harassment, microaggression, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, immigration status, or disability, by employees or students on school property or at a school sponsored event, function or activity.
- To be afforded due process by:
  - being provided with the Code of Conduct and rules and regulations of the school district. Schools shall ensure that all students and school staff are made aware of and have access to detailed information about school rules, policies, and procedures and state and local laws.
  - being informed of what is appropriate behavior and what behaviors may result in disciplinary actions;
  - being counseled and coached by members of the professional staff in matters related to the student's behavior as it affects her/his education and well-being in the school;



- being provided an opportunity to be heard in disciplinary hearings for alleged violations of the Code of Conduct for which s/he may be suspended or removed from class;
- being informed of the procedures for appealing the actions and decisions of school officials with respect to his/her rights and responsibilities as set forth in this document;
- being accompanied by a parent and/or representative at conferences and hearings.

## **Responsibilities of Students**

### **Each student will...**

- Contribute to building a healthy community.
- Arrive to school on time and ready to learn, dressed appropriately, and prepared to engage in a rigorous academic learning environment
- Interact with other students and faculty in a positive, respectful and courteous manner.
- Use language that reflects the dignity of our institution and speak in a considerate manner with a polite tone.
- Cultivate an open mind and positive attitude each day by active listening; seeking to understand differences; cooperating with others; interacting with civility; and treating each student and educator with dignity and kindness.
- Care for school property and the property of others and develop practices and habits promoting a sustainable environment.
- Work with others to build a school community free from violence, intimidation, bullying, harassment, microaggression, and discrimination.
- Work to the best of one's ability in all academic and extracurricular pursuits and strive toward the highest personal level of achievement.
- Partner with others to take care of each member of the school community.
- Conduct himself/herself as representatives of the District when participating in or attending school functions and to hold himself/herself to the highest standards of conduct, demeanor, and sportsmanship.
- Communicate with facts through evidence-based conversations.
- Become familiar with and abide by all district policies, rules, and regulations dealing with student conduct.

## **Rights of Parents**

### **Each parent or legal guardian has the right...**

- To be actively involved in their child's education.
- To receive a reply to an inquiry from a school faculty member or administrator within twenty-four hours (of a work week).
- To belong fully to the whole school community. To be included and to take part in all school community activities on an equal basis regardless of race, ethnicity, color, creed, religion, religious practices, sexual orientation, gender/gender identity, national origin, immigration status, political affiliation, age, marital status, or disability.
- To be treated with dignity, courtesy, fairness, and respect by all school faculty, staff and administrators as well as students and adults on school property or in digital platforms.
- To be protected from intimidation, harassment, microaggression, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, by employees, parents, adults or students on school property or at a school sponsored event, function or activity.
- To receive information about the policies and procedures that relate to their child's education.
- To receive regular reports - written, oral, or accessible in digital platforms - from school staff regarding their child's academic progress or behavior, including but not limited to report cards, behavior progress reports and conferences.

- To receive information and prompt notification of inappropriate or disruptive behaviors by their child and any disciplinary actions taken by principals or school staff.
- To receive information about due process procedures for disciplinary matters concerning their child, including information on conferences and appeals.
- To receive information from school staff about ways to improve their child's academic or behavioral progress, including but not limited to counseling, tutoring, after school programs, academic programs, and mental health services within the Morris School District and the community.
- To receive information about services for students with disabilities and English language learners, when applicable.
- To receive communication in their native language and/or through provided translators when applicable.
- To receive notification from the principal, principal's designee, and/or their child's teacher(s) in the event that their child engages in inappropriate or unacceptable behaviors at school.
- To file a complaint when there has been a violation or misapplication of a written provision of school policy.
- To be communicated to with facts through an evidence-based conversation.

## **Responsibilities of Parents**

Each parent or guardian has a responsibility ...

- To contribute to building a healthy community.
- To participate and to assist in the development of a strategic partnership between the school and the parents in the education of their child; to understand this partnership is a joint responsibility.
- To assure their child will arrive to school on time and will meet the district's attendance requirements.
- To give their child the safest and most supportive living environment that they can provide so that students are emotionally and physically prepared to engage in a rigorous academic learning environment.
- To make sure their child is dressed appropriately, reflecting the purpose and intention of an academic learning environment.
- To model and promote the use of language that reflects the dignity of our shared institution and community, including speaking in a considerate tone and with politeness and kindness.
- To commit to the district's ethos of building a healthy community through active listening; seeking to understand differences; cooperating with others; interacting with civility; and treating each person in the school community with dignity and kindness.
- To model and convey to their child a supportive attitude toward education and its importance to living a purposeful and meaningful life.
- To inform school officials of changes in the home situation that may affect student conduct or performance.
- To conduct themselves with civility in all interactions with faculty, administrators, staff, other parents and guardians.
- To provide updated contact information to the Morris School District Registration Office and their child's individual school.
- To partner with principals and school staff to address any academic or behavioral problems their child may experience.
- To be respectful and courteous to staff, other parents/guardians and students while on school premises or in other forms of communication such as emails or phone calls.
- To teach their child that all children have the right to attend school and be treated with respect and dignity regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, immigration status, gender/gender identity, or sex.
- To communicate factually through evidence-based conversations.

## **Rights of Faculty, Staff, and Administrators**

School personnel have a right ...

- To fully belong to the school community. To take part in all school activities on an equal basis regardless of race, ethnicity, color, creed, religion, religious practices, sexual orientation, gender/gender identity, national origin, political affiliation, immigration status, age, marital status, or disability.
- To be treated, at all times, with dignity, courtesy, fairness, and respect by students, parents/guardians and all school faculty, staff and administrators.
- To be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, immigration status, or disability, by parents, employees or students on school property or at a school sponsored event, function or activity.
- To work in a professional environment that is safe, orderly, purposeful and healthy.
- To communicate concerns, suggestions and complaints through a variety of platforms including TEAM (Association), School Improvement Committees, and/or directly to the Morris School District Central Office as per the negotiated contractual agreement.
- To receive meaningful professional development relative to school climate, safety and security, school policies, student wellness issues, and other themes that contribute to overall school environment, culture, and relationships, including a relevant, engaging, standards-based curriculum.
- To be communicated with factually through evidence-based conversations.

## **Responsibilities of Faculty, Staff, and Administrators**

School personnel have a responsibility ...

- To contribute to a healthy community.
- To promote a positive school climate and culture that provides students with a supportive environment in which to grow academically, emotionally and socially.
- To take a proactive role in nurturing students' social behavior by providing them with a range of positive behavioral supports as well as meaningful opportunities for social/emotional learning.
- To ensure that appropriate outreach, intervention and support are provided for students who exhibit attendance problems that may manifest themselves as truancy or patterns of unexcused absence or educational neglect.
- To be respectful, kind, and courteous to students, parents and guardians, and colleagues, serving as exemplary role models for students at all times.
- To be knowledgeable about the policies of the Board of Education and administrative regulations and rules, and enforce them fairly and consistently.
- To communicate policies, expectations and concerns.
- To respond to complaints or concerns from students and parents or guardians within twenty-four hours.
- To refer students and/or their parents to the appropriate committees, departments, offices, divisions, agencies or organizations when outside support is necessary.
- To inform parents and guardians of student academic progress and behavior and to provide regular communication in a language they understand when applicable.
- To participate in required professional development opportunities.
- To maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, immigration status, gender/gender identity, or sex.
- To handle appropriately issues of discrimination and harassment in any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function and report to the building administrator any incidents of discrimination and harassment that are witnessed or otherwise brought to the attention of the teacher, school counselor, student support services personnel, or other staff.

- To reflect upon any actual or potential personal biases that may prevent equal treatment of all students in the school or classroom setting.
- To recognize and eliminate disproportionality in the discipline of different students, and administer disciplinary rules consistently, fairly, and equitably.
- To involve families, students, staff members, and the community in the process of fostering positive behavior and student engagement.
- To ensure clear, developmentally and age-appropriate, and proportional consequences are applied to misbehavior in a way that supports personal growth and learning opportunities for all students.
- To include appropriate procedures for students with disabilities and due process for all, consistent with federal and state requirements.

## Morris School District Code of Conduct (Grades 6-12)

### Levels of Behavior Concerns, Violations, and Responses

#### LEVEL 1 Behaviors

**Classroom Infractions:** Behaviors that involve a minor classroom infraction, the student has had no prior incidents, and/or interventions have not been put in place. **Teacher aims to prevent minor discipline problem from becoming a major disciplinary incident.**

<ul style="list-style-type: none"> <li>• Classroom distractions</li> <li>• Use of cell phones/electronics</li> </ul>	<ul style="list-style-type: none"> <li>• Student non-compliance with directions, rules, requests</li> <li>• Tardies to class</li> </ul>	<ul style="list-style-type: none"> <li>• Misuse of MSD Technology</li> </ul>	<ul style="list-style-type: none"> <li>• Hallway misconduct</li> <li>• Leaving class w/out permission</li> </ul>
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#### LEVEL 1 Interventions and Possible Teacher Responses

**Classroom Interventions and Responses:** These interventions aim to interrupt unsuccessful behaviors and teach skills so students can learn and demonstrate safe and respectful behavior. Teachers are encouraged to try a variety of teaching and classroom management strategies. Teachers are expected to collaborate effectively and report concerns to support staff.

<ul style="list-style-type: none"> <li>• Positive directives that state expectations</li> <li>• Increase teacher proximity</li> <li>• Use of Restorative questions</li> <li>• Daily progress sheets on behavior</li> <li>• Other evidence based student specific strategies</li> </ul>	<ul style="list-style-type: none"> <li>• Positive and specific feedback</li> <li>• Verbal prompt, redirection and/or correction</li> <li>• Restorative conference</li> <li>• Create a classroom check-in plan</li> <li>• Restitution/Restoration strategies</li> </ul>	<ul style="list-style-type: none"> <li>• Re-teaching and rehearsal of skill or procedure</li> <li>• Reminders and redirection</li> <li>• Develop relationship with families</li> <li>• Reflection activity</li> </ul>	<ul style="list-style-type: none"> <li>• Increased opportunity to respond during instruction</li> <li>• Student/Teacher conference</li> <li>• Family conference</li> <li>• Reset Pass</li> </ul>
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#### LEVEL 2 Behaviors

**Infractions:**

<ul style="list-style-type: none"> <li>• Unmodified Level 1 classroom behaviors</li> <li>• Cutting class</li> <li>• Minor bus infractions</li> </ul>	<ul style="list-style-type: none"> <li>• Physical aggression (pushing, shoving)</li> <li>• Excessive tardies to class</li> </ul>	<ul style="list-style-type: none"> <li>• Plagiarism/cheating</li> <li>• Misuse of MSD Technology</li> </ul>	<ul style="list-style-type: none"> <li>• Hallway misconduct</li> <li>• Leaving class w/out permission</li> </ul>
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#### LEVEL 2 Interventions and Possible Responses

**Classroom Interventions and Responses:** These interventions can build on or replace existing interventions and supports put in place by the the teacher during Level 1.

<ul style="list-style-type: none"> <li>• Positive directives that state</li> </ul>	<ul style="list-style-type: none"> <li>• Positive and specific feedback</li> </ul>	<ul style="list-style-type: none"> <li>• Re-teaching and rehearsal of</li> </ul>	<ul style="list-style-type: none"> <li>• Increased opportunity to</li> </ul>
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<ul style="list-style-type: none"> <li>expectations</li> <li>Increase teacher proximity</li> <li>Use of Restorative questions</li> <li>Daily progress sheets on behavior</li> <li>Other evidence based student specific strategies</li> </ul>	<ul style="list-style-type: none"> <li>Verbal prompt, redirection and/or correction</li> <li>Restorative conference</li> <li>Create a classroom check-in plan</li> <li>Restitution/Restoration strategies</li> <li>Reflection activity</li> </ul>	<ul style="list-style-type: none"> <li>skill or procedure</li> <li>Reminders and redirection</li> <li>Develop relationship with families</li> <li>Collaborate with family</li> <li>Collaborate with School Counselor/Team Leader</li> </ul>	<ul style="list-style-type: none"> <li>respond during instruction</li> <li>Student/Teacher conference</li> <li>Family conference</li> <li>Reset Pass</li> </ul>
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**Administrative Level and Student Support Team Interventions and Consequences:** These interventions can involve support staff or administrative staff when needed and are designed to correct behavior by addressing the seriousness of the behavior while keeping the student in school.

<ul style="list-style-type: none"> <li>Reflection activity</li> <li>Check-In with school staff</li> <li>Family conference with teacher, counselor, and Dean or AP.</li> </ul>	<ul style="list-style-type: none"> <li>Service to the school community</li> <li>Restitution plan</li> <li>Small group counseling</li> <li>Conflict mediation</li> </ul>	<ul style="list-style-type: none"> <li>Administrative and/or support team conference</li> <li>Individual behavior plan</li> <li>Mentoring</li> </ul>	<ul style="list-style-type: none"> <li>Lunch detention</li> <li>Administrative detention</li> <li>Referral to school-based health or mental health providers</li> </ul>
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### LEVEL 3 Behaviors

**Infractions:** May be appropriate given the seriousness of the offense and impact on the school community, and/or when documented interventions and supports have been put in place but the behavior is escalating.

<ul style="list-style-type: none"> <li>Using or possessing controlled substances, alcohol, tobacco</li> <li>Vaping</li> <li>Attack on a student</li> </ul>	<ul style="list-style-type: none"> <li>Damage to property over \$500</li> <li>Fighting</li> </ul>	<ul style="list-style-type: none"> <li>Verbal threat against staff</li> <li>Theft</li> </ul>	<ul style="list-style-type: none"> <li>Unmodified Level 2 behaviors with documented interventions</li> </ul>
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### LEVEL 3 Interventions and Possible Teacher Responses

**Classroom Interventions and Responses:** These interventions aim to interrupt unsuccessful behaviors and teach skills so students can learn and demonstrate safe and respectful behavior. Teachers are encouraged to try a variety of teaching and classroom management strategies. Teachers are expected to collaborate effectively and report concerns to support staff.

<ul style="list-style-type: none"> <li>Daily progress sheets on behavior</li> <li>Reminders and redirection</li> </ul>	<ul style="list-style-type: none"> <li>Restitution/Restoration strategies</li> <li>Re-teaching and rehearsal of skill or procedure</li> </ul>	<ul style="list-style-type: none"> <li>Develop relationship with families</li> <li>Reflection activity</li> <li>Family conference</li> </ul>	<ul style="list-style-type: none"> <li>Increased opportunity to respond during instruction</li> <li>Reset Pass</li> </ul>
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**Administrative Level and Student Support Team Interventions and Consequences:** These interventions and responses may include removing the student from the classroom or school environment because of the seriousness of the demonstrated behavior. The duration of the removal from the learning environment is to be limited as much as possible while still adequately addressing the seriousness of the behavior.

<ul style="list-style-type: none"> <li>Mediated Conflict Resolution Conference</li> <li>Referral to School-based (TeenPride) or Community-based health or mental health providers.</li> <li>Administrative and/or Support Team conference.</li> </ul>	<ul style="list-style-type: none"> <li>Mentoring/coaching</li> <li>Small group counseling</li> <li>Family/Guardian/Student/School Team conference</li> </ul>	<ul style="list-style-type: none"> <li>Referral to student support team for behavior evaluation</li> <li>Restitution plan</li> </ul>	<ul style="list-style-type: none"> <li>In-School Suspension up to 3 days (FMS), Family/Guardian notification of due process rights</li> <li>Up to 5 day Out-Of-School suspension</li> <li>Up to 5-day suspension from transportation</li> <li>Saturday Detention (MHS)</li> </ul>
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## LEVEL 4 Behaviors

**Infractions:** May be appropriate when behavior presents an imminent threat of serious harm to the school community, or when the student's behavior seriously affects the safety of others in the school and/or educational process

## LEVEL 4 Interventions and Possible Responses

**Administrative Level and Student Support Team Interventions and Consequences:** These interventions and responses may include removing the student from the classroom or school environment because of the seriousness of the demonstrated behavior. The duration of the removal from the learning environment is to be limited as much as possible while still adequately addressing the seriousness of the behavior.

<ul style="list-style-type: none"> <li>Family/Guardian notification of due process rights and informal conference with principal and student</li> <li>Referral to School-based (TeenPride) or Community-based health or mental health providers.</li> <li>Administrative and/or Support Team conference.</li> </ul>	<ul style="list-style-type: none"> <li>Develop Functional Behavioral Assessment and Behavior Intervention Plan</li> <li>Individualized case management for students with 504 plans or IEPs</li> </ul>	<ul style="list-style-type: none"> <li>5 days or more of Out-Of-School suspension</li> <li>Request for District hearing to request long-term suspension/alternative placement</li> <li>Develop, implement and monitor Transition Plan</li> </ul>	<ul style="list-style-type: none"> <li>Long-term suspension from transportation</li> <li>Comprehensive student success plan meeting</li> </ul>
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### KEY: USE LOWEST LEVEL RESPONSE FIRST

Level 1 <i>Classroom Infractions</i>	Level 2 <i>Intensive Support and Administrative Response</i>	Level 3 <i>Short-term suspension</i>	Level 4 <i>Request for long term or permanent suspension</i>
Is behavior that involves a minor classroom infraction, the student has had no prior incidents, and/or interventions have not been put in place. <b>Teacher aims to prevent minor discipline problem from becoming a major disciplinary incident.</b>	May be appropriate when interventions and supports have been put in place in the classroom to address the behavior, but <b>the behavior has become persistent and has continued to negatively influence the learning of the student and others.</b>	May be appropriate given the seriousness of the offense and impact on the school community, and/or when documented interventions and supports have been put in place but the behavior is escalating.	May be appropriate when behavior presents an imminent threat of serious harm to the school community, or when the student's behavior seriously affects the safety of others in the school and/or educational process.
At a minimum, teacher responses must include: <ul style="list-style-type: none"> <li>Teacher-student conference</li> <li>Teacher-parent phone conference</li> <li>One or more interventions listed on page 28</li> </ul>	At a minimum, responses must include: <ul style="list-style-type: none"> <li>Teacher-counselor-administrator-parent-student conference</li> <li>Individual student behavior plan</li> </ul>		

Behavior Violation	Level 1	Level 2	Level 3	Level 4	SRO	Notes
<b>Absences</b>						
Cutting class		X				
Excessive absences						See Attendance Policy (page 20)
<b>Academic Dishonesty</b>						
Plagiarism, copying another's work, cheating or altering records		X	X			See Academic Integrity section of Student Handbook (page 37)

<b>Alcohol</b>						
Under the influence		X	X		X	*School staff required to refer student suspected to be under the influence to nurse and administration *Initiate District Policy 5530 and Procedure for Testing
Using or possessing			X	X	X	
Distributing or selling			X	X	X	
<b>Arson</b>						
Starting a fire, destruction of property as a result of starting a fire				X	X	
<b>Attack on Student</b>						
Hitting, kicking, or punching a student without warning or provocation.			X	X	X	
<b>Bomb Threat</b>						
Making threats or providing false information about the presence of explosive materials or devices on school property.			X	X	X	
<b>Bullying - Verbal, Physical or Electronic</b>						Follow HIB investigation protocols
<b>Bus Infraction</b>						
Minor disruptions on the bus (i.e. eating, drinking, being too loud, standing)		X				
Serious disruptions on the bus		X	X	X	X	
<b>Classroom Distraction</b>						
Does not work silently or independently without bothering others	X	X				
Throws objects without physical harm to others	X	X				
Talking out in class or talking out of turn	X	X				
Makes excessive, distracting, or disruptive movements or noises	X	X				
Other behavior that distracts from student learning	X	X				
<b>Damage to Personal or School Property</b>						
Damage to another person's or school property less than \$500		X	X		X	Restitution for all damaged property is required.
Damage to another person's or school property greater than \$500			X	X	X	
<b>Disrespectful Behavior Against School Personnel</b>						

Name-calling, insults, making inappropriate gestures, symbols, or comments, or using profane or offensive language		X	X			
Misleading or giving false information to school staff		X	X			
<b>Disrespectful Behavior Against Students</b>						
Name-calling, insults, making inappropriate gestures, symbols, or comments, or using profane or offensive language		X	X			
<b>Drugs</b>						
Under the influence		X	X		X	*School staff required to refer student suspected to be under the influence to nurse and administration *Initiate District Policy 5530 and Procedure for Testing
Using or possessing			X	X	X	
Distributing or selling			X	X	X	
<b>Electronic Devices</b>						
Use of cell phones, handheld mobile devices, electronic game devices, and other similar items	X	X				Possession and/or transmission of child pornography is subject to prosecution and will be reported to the police
Use of electronic devices that lead to the threat of harm to another person		X	X			
Recording and/or publishing a fight		X	X			
Use of electronic devices for which it is determined that such use directly causes physical or emotional harm to another person			X	X	X	
<b>Extortion</b>						
Obtaining money or property from another student through coercion, intimidation, or threat of physical harm			X	X	X	
<b>False Activation of Fire Alarm</b>						
Intentional false activation of fire alarm			X	X	X	
<b>Fighting</b>						
Physical aggression (pushing or shoving) with another student		X	X			
Minor fighting			X	X		
Fighting with serious injury and/or premeditation			X	X	X	
<b>Gambling</b>						



Requires the use of money or exchangeable goods.	X	X				
<b>Hallway Misbehavior</b>						
Running, making excessive noise, loitering, or persistent hall-walking	X	X				
<b>Harassment Based on Race, Ethnicity, Gender, Sexual Orientation, Disability or Religion, Including Cyber-harassment, Against Members of the School Community</b>						Follow HIB investigation protocols
<b>Inciting or Participating in a Disturbance</b>						
Causing a large disruption to the atmosphere of order and discipline in the school that is necessary for effective learning, outside of general classroom disruption (such as a riot or walkout)		X	X	X	X	A large disruption is defined as a disruption which causes the principal to initiate "stay in place" emergency procedures, prevents large numbers of students from moving through the halls, disrupts the educational process for large numbers of students across the school, or poses a serious and grave threat to the safety of large numbers of students.
Using an electronic device to bring others to initiate or engage in a disturbance		X	X	X	X	
<b>Leaving Classroom Without Permission</b>						
Leaving classroom without permission	X	X				
<b>Leaving School Without Permission</b>						
Leaving School Without Permission		X				
<b>Non-Compliance</b>						
Confrontational and/or argumentative	X	X				Nonviolent/non-physical
Failure to comply with school rules, regulations, policies, or procedures	X	X				
Failure to follow directions	X	X				
Failure to respond to school staff directives, questions, or requests	X	X				
<b>Physical Contact with School Personnel</b>						
Unintentional physical contact with school personnel	X	X				
Unintentional striking a staff member who is intervening in a fight or other aggressive behavior		X	X			
Intentional physical contact with school personnel			X	X	X	

Offensive touching, poking, pushing, shoving or physical intimidation			X	X	X	
<b>Robbery</b>						
Taking money or property from another by force			X	X	X	
<b>Sexual Assault or Offense</b>						
Forced sexual act				X	X	
<b>Sexually-Based Infraction</b>						
Sexual harassment* (e.g. unwelcome sexual advances; request for sexual favors; other inappropriate verbal, written, or physical conduct of a sexual nature)			X	X	X	Follow HIB investigation protocols
Sexual activity or sexual misconduct (e.g. indecent exposure, engaging in sexual activity, etc.)			X	X	X	
<b>Tardiness</b>						
Excessive tardiness to class or school	X	X				See Code of Conduct for Tardiness
<b>Technology Acceptable Use Policy Violation</b>						
Violation of the MSD Technology Acceptable Use Policy	X	X*				See MSD Technology Acceptable Use Policy (MSD AUP). *Continued infractions may result in loss of device per the MSD AUP.
<b>Theft</b>						
Under \$500		X	X		X	Restitution for stolen property is required
Over \$500			X	X	X	
<b>Threat Against School Personnel, Written or Verbal</b>						
Verbal or written threat against school personnel			X	X	X	
<b>Threat Against Other Students, Written or Verbal</b>						
Verbal or written threat against other students			X	X	X	
<b>Tobacco or Vaping</b>						
Using or possessing tobacco or vaping products			X			

Distributing or selling tobacco or vaping products			X			
<b>Weapons, Firearms, Explosives</b>						
Firearms (possession of a firearm as defined by 18 USC 921 of the federal code; e.g. handguns, rifles, shotguns, and bombs)				X	X	
Other guns (possession of any gun of any kind, loaded or unloaded, operable or inoperable including BB guns and pellet guns, etc.)				X	X	
Possession of instruments or objects that could be used as weapons			X	X	X	
Possession of instruments or objects with intent to use as a weapon			X	X	X	
Possession of instruments or objects used as weapons with intent to cause injury				X	X	
Explosives (possession, sale, distribution, detonation, or threat of detonation of an incendiary or explosive material or device including firecrackers, smoke bombs, flares, or any combustible or explosive substances or combination of substances or articles, other than a firearm)			X	X	X	

**Administrators, or designee, may use his/ her discretion when dealing with students with multiple offenses.**

- Administrators or designees will also use his/her discretion when dealing with multiple offenses
- Students accruing three or more discipline referrals in a monthly period will be subject to loss of school privileges.
- Students accruing five or more referrals during an academic period will be subject to loss of school privileges.

**Violations of State and Local Statutes**

All infractions of state and municipal statutes will result in a referral to the Superintendent Of Schools with the potential for further disciplinary action.

The Morris School District has signed a Memorandum of Agreement with the Morristown Police to enforce all state and local statutes.

## School Discipline Code

Students shall comply with rules established in compliance with law for the government of schools, pursue the prescribed course of study and submit to the authority of teachers and others over them (New Jersey Statutes 18A: 37-1).

Any pupil who is guilty of continued and willful disobedience or of defiance of any teacher or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school (New Jersey Statutes 18A: 37-2).

## Disciplinary Consequences

- **Teacher Detention (TD)** = time assigned by a teacher for inappropriate classroom behavior or violations of the attendance policy.
- **Lunch Detention (LD)** = time assigned (10:45 – 11:15) where a student receives supervised lunch in rooms 112 & 114.
- **Administrative Detention (AD)** = after school time assigned for intervention to address violations of the discipline code or violations of the attendance policy.

***Tuesday – Friday, 2:20 - 3:20 p.m.***

- **Saturday Detention (SD)** = time assigned to address violations of the discipline code or violations of the attendance policy - used for students who disrupt the school learning environment.

***9:00 a.m. – 12:00 p.m.***

- Tardy to Saturday = reassign
- Students should bring schoolwork
- Disruptive students will be removed = 4 days Lunch Detention – Reassign Saturday Detention
- Students absent unexcused = 2 days Lunch Detention – Reassign Saturday Detention
- **Out of School Suspension (OSS)** will be assigned for major infractions and for continued misconduct violations of the attendance policy and violations of state and local statutes. In the event that a student behaves in a fashion that requires an “Out of School Suspension” (OSS), the following steps will be taken to ensure the district’s compliance with the law and the protection of the student’s rights under the law:
  - A student hearing will be conducted prior to the suspension.
  - The parent/guardian will be notified, as will the Guidance Counselor, and the Case Manager, if the child is a student with disabilities.
  - A suspended student may not come to school for any reason during the suspension and may not take part in any school activities, during or after school, until reinstated.
  - Educational services will be provided within five days of the initial date of the suspension. as required by N.J.A.C. 6A:16-7.2., & N.J.A.C. 6A-14-2.8(a)
  - Repeated suspension and/or violent behavior will be referred to the Superintendent of Schools for further disciplinary action.

*If your student is suspended, you are required to meet with the designated administrator before reinstatement can take place. Suspension precludes participation in extracurricular activities including field trips.*

### **Student Due Process**

Every student shall be afforded due process of law. Due process shall include the principal or his designee advising the student of his/her misconduct, the rule violated, and the basis for such accusation.

The student will be given the opportunity to present his or her version of the events leading to the suspension. The consequences of the student's actions will be explained to the student and parent/guardian. Should the offense warrant long term suspension or expulsion, the student shall be entitled to a hearing before the Principal, Superintendent of Schools, and Board of Education.

### **Academic Integrity**

Academic integrity is founded upon personal honesty and involves the recognition between one's own work and the responsible, cited use of the work of others. The honest presentation of student work may include that which is original and/or properly attributed to other sources.

Students will be assessed on the merit of their own work. Students who submit work that is not their own, share their work with others, violate testing procedures or plagiarize will receive a failing grade for the assignment. The teacher will notify the parent of the violation of the Academic Integrity Policy and communicate this with the appropriate administrator.

Any attempt to obtain credit for work done by another constitutes academic dishonesty, is not honorable, and will not be accepted in Morristown High School. This includes cheating on tests, copying the work of others, copying word-for-word from published works, paraphrasing without citing, and similar activities.

Students who store school assignments on computers must take responsibility for the security of their own work. Allowing or providing the opportunity for other students to access one's personal computer files containing school work will be construed as enabling cheating to occur.

***Policy Regarding Electronically Shared Documents*** -- Students should share electronic documents (i.e. Google Docs) when engaging in collaborative work as assigned by teachers. However, all work submitted to teachers for a grade should be the original work of the student submitting the work. The use of shared electronic documents for the purposes of submitting assignments completed by others is a violation of our Academic Integrity Policy and any student responsible for this violation will be subject to the consequences of this policy. Furthermore, unless you have specifically asked your teacher, you may not use a previous assignment as a submission for a current assignment. Morristown High School subscribes to *Turn It In* to promote and facilitate academic honesty. The purpose of this online service is to help prevent plagiarism, enable opportunities for peer review, and provide feedback to students. Students and their parents should review the turnitin.com user agreement.

The classroom teacher, with an administrator, will determine whether a student has been involved in an incident of dishonesty as described by this policy. When a student participates in a form of academic dishonesty:

- The teacher will discuss the incident with the content area supervisor to make a determination.
- The content area supervisor will communicate the findings to the grade level Assistant Principal and the student will meet with the teacher, the content area supervisor and Assistant Principal
- A parent/guardian will be notified and a conference may need to be scheduled.
- The student will be given the opportunity to earn 50% of the grade earned on a make-up assignment.
- The student may be excluded from National Honor Society, PGC and any other honor societies.
- Disciplinary measures may be taken:
  - Initial offense SD (2)
  - Repeated offense OSS (2)

Teachers will report all incidents of academic dishonesty to the administrator who will keep a record of all incidents of academic dishonesty, making this record available confidentially to individual faculty members. He/she is also responsible for insuring that incidents of academic dishonesty are noted on the student's internal discipline record.

## **Department of School Counseling and Guidance Services**

### **Director of Guidance**

Dr. Jennifer Giordano, x2332

#### **Student Assistance Program**

Karen Jones-Williams, School Social Worker, Bilingual ext. 2132  
Susan Mele, School Social Worker ext. 2173

#### **School Counselors**

Claudia Barrera ext. 2138  
Sandra Caruso ext. 2105  
Ellen Cheikes ext. 2127  
Kristina Kenny ext. 2139  
Craig Matthews ext. 2137  
Robert Miller ext. 2108  
Michael Norton ext. 2181  
Cherie Streiff ext. 2140  
Monica Tate-Melendez ext. 2128  
Karen Wolf ext. 2257

#### **College and Career Counselors**

Robert Miller ext. 2108  
Karen Wolf ext. 2257

#### **Student Support Counselors**

Matthew Carmel ext. 2152  
Naomi Still ext. 2015

#### **Administrative Assistants**

Ingris Bedoya ext. 2130  
Thomas Jeron - Data Manager ext. 2134  
Darell Johnson ext. 2135  
Maryanne Novello ext. 2332

The School Counselors at Morristown High School strive to help students develop a positive sense of self, achieve to the best of their ability, and plan well for the future. Counselors meet with students throughout the year on an individual basis, and in larger groups when special programs are organized. The counselors look forward to getting to know their students. Students are encouraged to stop by the Department of School Counseling and Guidance Services before and after school or at lunchtime and schedule appointments with their counselor to discuss educational, career and/or personal matters. Counselors are always ready to listen, provide encouragement, support and information. Confidentiality between student and counselor is a top priority.

## **Choosing Your Courses**

Course selection begins in January each year. Each grade level will be assigned a time period for course selection conferences with counselors.

## **Class Rank**

Morristown High School does not rank its student population. It calculates the students' weighted GPA and releases the decile distribution for the senior class.

## **College Testing**

Information about the tests given at MHS is available in the Department of School Counseling and Guidance Services. Information and dates for the PSAT/NMSQT, SATs, ACTs, and AP Exams are also listed on the District calendar, in Naviance (link is on the Department of School Counseling and Guidance Services website) and also on the websites [www.collegeboard.com](http://www.collegeboard.com) and [www.actstudent.org](http://www.actstudent.org).

Different colleges require different tests for admission. It is important to check college websites to determine which tests are required for each specific institution. Please remember that there are many purposes for taking standardized tests. If you or your parents have any questions about setting testing timelines and/or interpreting scores, please contact your school counselor. We believe that standardized testing is a tool to help you plan your course of study as well as achieve your goals.

PSATs for Sophomores and Juniors: The PSAT/NMSQT is offered **once** a year in October. The PSAT/NMSQT is a non-college-reported test score used by juniors as a practice test. It also qualifies juniors as National Merit Scholarship recipients. All juniors are advised to take the PSAT.

Because summer enrichment programs such as Governor's School, the New Jersey Scholar Program and many others require PSAT results for participation, sophomores are encouraged to take the PSAT in October of their sophomore year. Sophomores who take the PSAT should also plan to take it again in their Junior year.

SAT/ACT: The Department of School Counseling and Guidance Services highly recommends that college bound juniors and seniors take both the ACT and SAT as a testing strategy for college admissions.

All college-bound juniors should plan to take the SAT Reasoning Test and/or the ACT with writing in junior year. MHS is a College Board test center and offers both the SAT Reasoning Test and the SAT Subject Tests multiple times a year. The ACT, also accepted by colleges and in some cases

accepted in place of both the SAT Reasoning and Subject tests, is currently administered at Morristown High School for the October, April and June dates. The test will be administered at other local high schools close to Morristown for all other dates. Seniors who are trying to improve their SAT or ACT scores can test during the fall. It is important to be aware of college application deadlines when planning to test in the Senior year.

**SAT SUBJECT TESTS:** Students should also be aware of specific college testing requirements and take SAT Subject Tests if colleges are requiring or recommending them for admission. Colleges may accept test results through January of your senior year. It is important to be aware of college application deadlines when planning for taking these tests.

It is recommended that students who are completing the highest level of a class offered at MHS, such as AP courses in Math, Science, Social Studies/History, English, and World Language plan to take the SAT Subject Test in the spring, along with the AP exam, regardless of their grade level. These are typically taken in May or June after all the material is covered in the class.

Juniors and seniors should meet with their school counselor to establish testing timelines and strategies on when to coordinate taking the SAT Reasoning Test, ACT and/or the SAT Subject Tests.

### **Course Changes & Add/Drop**

Student schedules are individually planned and created throughout the spring and summer leading up to the new school year. Students are afforded the opportunity to make adjustments during this time. In addition, students may make schedule changes during the Add/Drop period, which will occur between September 6th and September 13th, 2018. Approval is at the discretion of the Director of Guidance and/or department supervisor.

Schedule changes will only occur for the following reasons:

- Course failures that prohibit progress to the next sequential course.
- Data entry error or an incomplete schedule.
- Senior students who are in need of a course(s) to fulfill graduation requirements.

#### Note:

- **Level change requests** (i.e Algebra 1CP to Algebra 1H) must be submitted for approval by November 7th, 2018. Requests will be considered and processed at the end of the first marking period. Schedule changes will occur for those approved during the first two weeks of the second marking period.
- Students may drop AP courses until the end of the day September 28<sup>th</sup>, 2018 without penalty. AP courses dropped after this date will incur a transcript grade of "W" or "Z" depending on the student's grade average at the time of withdrawal.
- In the event of a course level change, the first marking period grade will be used in the calculation of the final grade for the new level.

### **Courses taken outside Morristown High School**

All required courses taken to satisfy graduation requirements **must be taken at Morristown High School**. With the exception of Personal Finance, online courses cannot be used to fulfill a graduation requirement. Exceptions can be made for those students who are enrolled in shared-time programs,



such as Morris County School of Technology, or with the expressed written permission of the department supervisor.

Courses taken outside of Morristown High School will be listed on the transcript along with the grade and credits earned in the course.

Note: **Grades earned in courses taken outside of Morristown High School will not be calculated into students' GPA.**

**Curriculum Offerings**

Please refer to the MHS Program of Studies, found on the MHS website: [www.morristownhighschool.org](http://www.morristownhighschool.org)

**Exams**

A final exam may be given in all full year and semester courses. The final exam grade will count for 12% of the final course grade.

There are no final exams in physical education/health courses. Performance in physical education/health courses serves as the basis for grades. Students are required to be appropriately dressed for the respective activity, attend class on a regular basis, actively participate, and demonstrate good sportsmanship.

**All students will be required to take final exams in all courses that require them. There will be no exceptions for exams.**

**GPA (Grade Point Average) Calculation**

- Assigning the appropriate quality point values for each final grade:

A+ = 4.3	B+ = 3.3	C+ = 2.3	D+ = 1.3
A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.7	B- = 2.7	C- = 1.7	D- = 0.7
			F = 0

Multiply the quality point value for the given grade by the number of credits assigned per course. If the course is an honors course, the multiplier is 1.25. Beginning in the 2016-2017 school year, if the course is an AP course, the multiplier of 1.5 is attached to the grade's respective point value.

- Total the number of achieved quality points (quality point value per grade x credits assigned per course), and
- Divide the total quality points achieved by the total number of potential credits assigned to yield the grade point average.

**Example:**

Course	Grade	Quality Points/Grade	Credits	Quality Points
English 3H	A	4x1.25=5	5	25
Chemistry	B+	3.3	5	16.5
US History AP	A	4x1.5=6	5	30
Phys. Ed.	A	4	3.75	15
Ceramics	B	3	2.5	7.5
Photo Imaging	B	3	2.5	7.5
French 4	A-	3.7	5	18.5
Algebra 2	A	4	5	20
Pre Calculus	B	3	5	15

TOTALS			38.75	155
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GPA = 4.00

## Grading Scales

<u>Letter Grade</u>	<u>Value</u>	<u>Numerical Equivalent</u>
A+	4.3	97 – 100
A	4.0	93 – 96
A-	3.7	90 – 92
B+	3.3	87 – 89
B	3.0	83 – 86
B-	2.7	80 – 82
C+	2.3	77 – 79
C	2.0	73 – 76
C-	1.7	70 – 72
D+	1.3	67 – 69
D	1.0	63 – 66
D-	0.7	60 – 62
F	0.0	59 or below
<u>Letter Grade</u>		<u>Explanation</u>
R		Credit Denied-attendance violation
W		Withdrawn passing
M		Medically excused (no credit)
X		Audit/Exempt (no credit)
Z		Withdrawn failing
P		Pass

In the event of a medical excuse or extensive absence, it is the student's responsibility to meet with the teacher to arrange for make-up work.

In case of absence of more than 2 weeks, contact your guidance counselor or case manager. Proper documentation of medical necessity is required prior to teachers' assignments.

## **Graduation Requirements**

The Board of Education of the Morris School District has established high school graduation requirements which are consistent with state and district goals, objectives and proficiency standards.

More specifically, in order to graduate from Morristown High School and receive a state-endorsed Board of Education diploma, a pupil must:

- a. Successfully earn 120 credits including the specific curriculum requirements listed below.
- b. Successfully complete a program of studies in grades nine through twelve which shall include, but not be limited to:

<b>Core Curriculum Content</b>	<b>Minimum Course and Credit Requirement</b>
<b>Language Arts Literacy</b>	A minimum of 20 credits (5 credits each year), including English 1, 2, 3, 4
<b>Mathematics</b>	A minimum of 15 credits including Algebra and Geometry. Beginning with the Class of 2016, 5 credits of Algebra 2 or content that builds on Algebra 1 and Geometry.
<b>Social Studies</b>	10 credits of United States History and 5 credits of World History
<b>Science</b>	A minimum of 15 credits including Biology/Life and Physical Science Beginning with the Class of 2014: 5 credits of Chemistry, Environmental Science or Physics Beginning with the Class of 2016: 5 credits of additional lab science
<b>World Language</b>	A minimum of 5 credits
<b>Visual and Performing Arts</b>	A minimum of 5 credits
<b>Career Education, Consumer, Family &amp; Life Skills</b>	A minimum of 5 credits
<b>Financial Literacy</b>	2.5 credits
<b>Health &amp; Safety Physical Education</b>	1.25 credits each year of enrollment 3.75 credits each year of enrollment Total of 5 credits per year of enrollment

***Current graduation requirements may be subject to change***

- c. Students who do not meet these requirements at the time of graduation will not be permitted to participate in the graduation ceremony or Project Graduation.

## **Honor Roll Eligibility**

Honor Roll eligibility is based on the marking period grades for each marking period published.

- **High Honors** – Requires grades of “A-” or better in all subjects (may have grade of “M” in physical education)
- **Honor Roll** – Represents grades of “B-” or better in all subjects (may have grade of “M” in physical education)

## **NCAA Information**

Starting freshman year, college bound athletes need to be sure they are taking the required number and types of courses to meet NCAA eligibility to play Division I and II athletics. Students should inform their school counselors as early as possible about their intention to play Division I and II athletics and check periodically with their school counselors for current and/or revised NCAA information. Courses that are coded in the MHS Program of Studies Booklet with “NCAA” have met the *Core Course* requirements as set by NCAA. In addition, the NCAA uses a sliding scale in regard to the *Core Course* GPA and SAT/ACT scores to establish eligibility.

NCAA provides a comprehensive website for student athletes where students and parents can check for MHS Clearinghouse approved Core Courses, the GPA and SAT/ACT scale formulas, and can file the required eligibility forms. All prospective student athletes should refer to [www.NCAAstudent.org](http://www.NCAAstudent.org) and use this site for planning, preparation, and to qualify as a Division I or II athlete.

## **Requirements for Promotion**

Morristown High School has established a credit benchmark that will clarify if a student is successfully tracking toward graduation. In order to ensure that a student is earning the minimum number of credits to graduate, please refer to the chart below:

<b>Grade</b>	<b>Total Minimum Credits Earned By The End of Each Year</b>
<b>9</b>	<b>30</b>
<b>10</b>	<b>60</b>
<b>11</b>	<b>90</b>
<b>12</b>	<b>120</b>

If you have any questions about graduation requirements, please see chart on page 43 or contact your child’s guidance counselor.

## **Schedule Changes**

Because of the complexity of scheduling it is difficult to accommodate schedule changes. Every effort will be made to accommodate a student’s request for electives; however this is not always possible. The need for schedule changes will only be considered under special circumstances. Scheduling problems, course conflicts, and clear change in future plans will be given the highest priority.

Once the course selection process has concluded in April, your program will only be adjusted/changed if there is an error or omission to the requested program.

Important Note: The decision for a counselor to make a final schedule change after the close of the course selection period will be based on the following criteria:

- To accommodate a student's academic ability/needs
- Level change
- To accommodate a Child Study Team's IEP, a 504 Plan, or an EPP Plan
- To provide preparation for the HSPA as a result of scores on district and state testing
- If there is an error or definite need for a change in the schedule
- There will be no changes in elective courses

### **State Testing**

To meet NJ state graduation requirements all students must adhere to NJ State testing requirements. The NJBCT (New Jersey Biology Competency Test) will be administered in May to all first-time students taking these courses.

### **Student Assistance Program**

Morristown High School's Student Assistance Program is a response to the numerous, varied and complex challenges that many students endure. Among the concerns that students bring to school are alcohol and other drug use, parent drug and alcohol use, eating issues, pregnancy, loss and grieving, physical and sexual abuse, family and peer conflicts and adjustment struggles. Academic focus and success for some teens is nearly impossible unless these significant challenges are recognized and addressed.

At MHS, the Student Assistance Program seeks to identify struggling students and to intervene and offer support and direction. Often, referral to treatment professionals and/or community agencies becomes part of the response. This program's efforts are to identify poor decision-making and self-defeating patterns of behavior with the aim of assisting students and their families with the development of more constructive coping strategies.

Our belief is that teens are more likely to experience learning and success in the classroom when we acknowledge and approach their needs in a multidimensional manner. Moreover, students who are given an opportunity to confront some of their problems are more likely to experience healthy personal, social and emotional development. Confidentiality is adhered to as required by Federal Law.

Ms. Jones-Williams (x2132) and Mrs. Susan Mele (x2173) are the Department's Social Workers at MHS. Their offices are located within the Department of School Counseling and Guidance Services.

### **Transfer Students/Transfer Grades**

All courses taken and completed outside of Morristown High School will appear on a student's official transcript with the transfer code of "TR" preceding the course title. These courses will not carry assigned weight and will not be calculated into a student's cumulative GPA. This would include all coursework completed in another school/district, courses taken for enrichment purposes, credit recovery courses, as well as online and college/university coursework. Only coursework approved by

the Morris School District Board of Education and delivered by district personnel will be assigned weighed value and therefore, count in a student's overall GPA

Students who transfer to Morristown High School must complete no less than 6 semesters of coursework at MHS to be included in 12<sup>th</sup> grade decile rankings. Students who are registered at MHS for less than 6 consecutive semesters will receive official transcripts listing the coursework from their sending school, as well as Morristown High School but will not receive a decile rank.

### **Transcripts**

Transcripts for college applications, jobs or other purposes can be requested electronically on the MHS website or by visiting the Department of School Counseling and Guidance Services. Please allow at least **10 school days** for the processing of transcript requests. A release form must be signed to forward your transcript.

### **Working Papers**

State law requires persons under the age of 18 years to obtain working papers in order to accept any employment. You may obtain them from the Guidance Department. They must be filled out completely before returning to the Guidance Department for processing.

### **Standards for Admission to the Saul Swanger Chapter of the National Honor Society**

To be eligible for the Saul Swanger Chapter of the National Honor Society (NHS), students must fulfill requirements in four areas: scholarship, character, leadership and service.

- **3.7 weighted GPA:** This represents a 90-92 average. If a student has a grade of "C" in a class, the student is still eligible for NHS if the weighted GPA requirement of 3.7 is met. This will be calculated at the end of the first semester of junior year for junior applicants and at the end of the first quarter of senior year for senior applicants.
- **45 hours of community service:** These hours are cumulative from July 1 after graduation from grade 8 to March of the junior year or, in the case of senior applicants, to October of the senior year. Work done for family members cannot be included as part of the 45. To document the community service hours a letter from each organization must be submitted on letterhead stationery signed by the student's supervisor.
- **Demonstrated leadership, preferably in school activities:** Applicants must actively participate in a minimum of one school-based activity (club, sport, musical program, etc.) each semester of school enrollment. Leadership in non-school sponsored activities will be considered on a case by case basis. The emphasis is on the quality of active leadership, not on a list of multiple club affiliations.
- **Demonstrated good character:** This means upholding the principles of morality and showing positive support of school rules and policies, municipal ordinances and state laws, as well as demonstrating respect for others, honesty in academic work and good sportsmanship.

## **Selection Procedure**

Juniors who qualify by virtue of their GPA are invited to apply and are given the application materials after the first semester of their junior year. Seniors who become eligible will be given the same application materials, however the GPA requirement will be based on their GPA at the conclusion of their junior year. Transfer students who have the requisite GPA must be enrolled at MHS for a minimum of one semester.

The application materials will consist of the following: an application sheet, a record of school participation which must be verified by faculty advisors, a record of community service work which must be verified by the adult supervisor, and faculty and advisor recommendation sheets which rate the candidate's character and leadership. Students will be given a set date to return the completed application to the NHS advisor.

After the applications are returned, the Faculty Council, which consists of five faculty members, will review each application in its entirety. The Faculty Council will have access to student discipline records to guide the selection process. Selection will be determined by a majority vote of the Council. Candidates will be notified by mail of the Council's decision. The induction ceremony for the juniors will be held in May.

**2018-2019  
MORRISTOWN HIGH SCHOOL  
INTERSCHOLASTIC ATHLETICS**

Smitty Horton, Athletic Director  
Rose Piccolo, Athletic Secretary, [rose.piccolo@msdk12.net](mailto:rose.piccolo@msdk12.net)  
973-292-2000 ext. 2120  
Athletic Trainers, David Nicholson, [david.nicholson@msdk12.net](mailto:david.nicholson@msdk12.net)  
& Danielle Cigol, [danielle.cigol@msdk12.net](mailto:danielle.cigol@msdk12.net) ext. 2159

**Fall Season**

Cheerleading-Fall	V, JV	Chrissy Chase	<a href="mailto:chrissy.chase@msdk12.net">chrissy.chase@msdk12.net</a>
Cross Country, Boys	V	Paul Buccino	<a href="mailto:paul.buccino@msdk12.net">paul.buccino@msdk12.net</a>
Cross Country, Girls	V	Gradie Carroll	<a href="mailto:gradie.carroll@msdk12.net">gradie.carroll@msdk12.net</a>
Field Hockey, Girls	V, JV, FR	Katherine DeBiase	<a href="mailto:katherine.debiase@msdk12.net">katherine.debiase@msdk12.net</a>
Football, Boys	V, JV, SO, FR	John Power	<a href="mailto:john.power@msdk12.net">john.power@msdk12.net</a>
Soccer, Boys	V, JV, FR	Diego Salas	<a href="mailto:diego.salas@msdk12.net">diego.salas@msdk12.net</a>
Soccer, Girls	V, JV, FR	Scott Hansen	<a href="mailto:scott.hansen@msdk12.net">scott.hansen@msdk12.net</a>
Tennis, Girls	V, JV	Jeff Tukul	<a href="mailto:jeff.tukul@msdk12.net">jeff.tukul@msdk12.net</a>
Volleyball, Girls	V, JV, FR	Rita Costigan	<a href="mailto:rita.costigan@msdk12.net">rita.costigan@msdk12.net</a>

**Winter Season**

Basketball, Boys	V, JV, FR	Bill Connolly	<a href="mailto:bill.connolly@msdk12.net">bill.connolly@msdk12.net</a>
Basketball, Girls	V, JV, FR	Jim Pisciotto	<a href="mailto:james.pisciotta@msdk12.net">james.pisciotta@msdk12.net</a>
Cheerleading	V, JV	Chrissy Chase	<a href="mailto:chrissy.chase@msdk12.net">chrissy.chase@msdk12.net</a>
Fencing, Coed	V, JV	Chris Awad	<a href="mailto:chris.awad@msdk12.net">chris.awad@msdk12.net</a>
Ice Hockey, Boys	V, JV	Bobby Jones	<a href="mailto:robert.jones@msdk12.net">robert.jones@msdk12.net</a>
Indoor Track, Coed	V	Paul Buccino	<a href="mailto:paul.buccino@msdk12.net">paul.buccino@msdk12.net</a>
Swimming, Coed	V	Donna Gelegonya	<a href="mailto:donna.gelegonya@msdk12.net">donna.gelegonya@msdk12.net</a>
Wrestling, Boys	V, JV	Casey Flynn	<a href="mailto:casey.flynn@msdk12.net">casey.flynn@msdk12.net</a>

**Spring Season**

Baseball, Boys	V, JV, FR	Ed Collins	<a href="mailto:ed.collins@msdk12.net">ed.collins@msdk12.net</a>
Softball, Girls	V, JV	Robert Bruno	<a href="mailto:robert.bruno@msdk12.net">robert.bruno@msdk12.net</a>
Lacrosse, Boys	V, JV	Kyle Goss	<a href="mailto:kyle.goss@msdk12.net">kyle.goss@msdk12.net</a>
Lacrosse, Girls	V, JV, FR	Evan Mager	<a href="mailto:evan.mager@msdk12.net">evan.mager@msdk12.net</a>
Track & Field, Boys	V, JV	Paul Buccino	<a href="mailto:paul.buccino@msdk12.net">paul.buccino@msdk12.net</a>
Track & Field, Girls	V, JV	Gordon Drewery	<a href="mailto:gordon.drewery@msdk12.net">gordon.drewery@msdk12.net</a>
Tennis, Boys	V, JV	Lance Lieberman	<a href="mailto:lance.lieberman@msdk12.net">lance.lieberman@msdk12.net</a>
Golf, Coed	V	Chris Edmondson	<a href="mailto:chris.edmondson@msdk12.net">chris.edmondson@msdk12.net</a>



Any additional information can be found on the MHS website under “Athletics”  
<https://morristown.rschoolteams.com>

## CO-CURRICULAR ACTIVITIES

John Pallino, Assistant Principal \* 973-292-2000 ext. 2110

CLUB/ORGANIZATION	ADVISOR
Academic Decathlon	Mr. David Emma
African-American Culture Club	Ms. Tanya Cepeda
Broadcaster	Mr. Christopher Kenny/Mrs. Julie Vagnini
Class Organizations: Class of 2019 (12 <sup>th</sup> )	Mr. Angel Cora/Ms. Alejandra Formoso
Class Organizations: Class of 2020 (11 <sup>th</sup> )	Mrs. Emma Pecoraro/Ms. Surina Ranawat
Class Organizations: Class of 2021 (10 <sup>th</sup> )	Ms. Kaitlyn Disch/Ms. Jessica McGrover
Class Organizations: Class of 2022 ( 9 <sup>th</sup> )	Mrs. Susan Mele
Cobsonian	Mr. Brian Kievning/Ms. Jessica McGrover
Colonial Rocketry Club	Mrs. Deborah Petrillo Spencer
F.B.L.A. (Future Business Leaders of America)	Mr. Bill Connolly/Mr. Jeremy Tomson
F.C.C.L.A. (Family, Career, Community Leaders of America)	Ms. Christina Camisa
Forensics	Mr. Brian Matro
Future Teachers Club	Ms. Rachel Portelli
G.S.A. (Gay-Straight Alliance)	Mrs. Kelly Catalano
Girls in Stem/Engineering	Ms. Mariel Kolker
Girls Who Code	Ms. Mariel Kolker/Ms. Kaitlin O'Rourke
Habitat for Humanity	Mr. Sean McBride
Heritage Club	Mr. Kevin Rooney
Interact Club	Mrs. Christina Doyle/Mrs. Debora Petrucci
Jazz Choir	Mr. Vinroy Brown
Jazz Ensemble	Mr. Michael Russo
Key Club	Ms. Kaitlyn Brady/Ms. Kaitlyn Disch
L.U.N.A. (Latinos United in North America)	Ms. Rosario Acevedo-Ramirez
Marching Band and Color Guard	Mr. David Gallagher
Math Team	Mrs. Marina Bragina/Mrs. Christiana Kemp
Model U.N.	Ms. Paige Diamond/Mr. Kevin Rooney
National Art Honor Society	Ms. Rachel Compton
National Honor Society	Mr. Scott Hansen
National Social Studies Honor Society	Ms. Tanya Cepeda
New Jersey Science League	Dr. Anthony Danese/Mrs. Stacy Spencer/Ms. Janyce Trampler/Dr. Edwin Villhauer
S. G. O. (Student Government Organization)	Mrs. Bernadette Componile/ Mr. Joseph Componile
String Ensemble	Mrs. Norma Davis
T.S.A./Technology Student Association	Ms. Paige Diamond/Mr. Jack Rizzo
Theatre/Thespian Society	Ms. Katie Adams
Tricorn	Mr. Brian Kievning/Mr. George LaVigne
Tri-M Music Honor Society	Mrs. Norma Davis
Winter Guard	Mr. David Gallagher
WJSV/Colonial Corner (aka Prime Time MHS)	Mr. Michael Butler
World Language Club/Honor Society: Chinese	Ms. Hui-Tzu "Isabella" Chen

World Language Club/Honor Society: French	Ms. Caroline Corke
World Language Club/Honor Society: Italian	Ms. Gloria Catania
World Language Club/Honor Society: Spanish	Ms. Samantha Dodson/Ms. Kelly Murphy