

MORRISTOWN HIGH SCHOOL

50 Early Street
Morristown, NJ 07960

(973) 292-2000
Fax (973) 539-5573

www.morristownhighschool.org

Student Handbook

2016-2017

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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

Mr. Leonard Posey, President
Mrs. Nancy Bangiola
Mr. J.B. Blanchard
Mrs. Prim Minchello
Ms. Lisa Pollak

Dr. Peter Gallerstein
Mrs. Teresa Murphy, V.P.
Mrs. Ann Rhines
Ms. Jeanette Thomas
Ms. Lucia Galdi, Morris Plains Rep.

Administrators

Principal

Mr. Mark Manning ext. 2104

Assistant Principal

Mr. John Pallino ext. 2110

Supervisors of Instruction

Dr. Kara Douma ext. 2282

Mr. Michael Lockman ext. 2283

Ms. Tamar Spitzer ext. 2033

Mr. David Thompson ext. 2117

Mr. Brian Young ext. 2110

Director of Guidance

Ms. 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. 2962

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

A/B Alternating Block Schedule

TIME SCHEDULE – Regular Days

Time	A Day	B Day	Minutes
7:40 – 9:00	1A	1B	80
9:05 – 9:17	HR	HR	12
9:22 – 10:42	2A	2B	80
10:42 – 11:42	Lunch	Lunch	60
11:42 – 1:02	3A	3B	80
1:07 – 2:27	4A	4B	80

TIME SCHEDULE – Two Hour Delayed Opening

Time	A Day	B Day	Minutes
9:40 – 10:35	1A	1B	55
10:40 -10:47	HR	HR	7
10:52 -11:47	2A	2B	55
11:47 -12:32	Lunch	Lunch	45
12:32 – 1:27	3A	3B	55
1:32 – 2:27	4A	4B	55

TIME SCHEDULE – Early Dismissal

Time	A Day	B Day	Minutes
7:40 – 8:38	1A	1B	58
8:43 – 8:51	HR	HR	8
8:56 – 9:54	2A	2B	58
9:59 -10:57	3A	3B	58
11:02 -12:00	4A	4B	58

General Policies and Procedures

Academic Integrity

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 academic consequence. If the incident warrants, the teacher may assign an additional disciplinary consequence (the teacher must inform their Supervisor of Instruction). (See Student Code of Conduct, Academic Integrity, pg. 29).

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

- When let off the bus, students will go directly into the building through the upper or lower atrium entrances
- School begins promptly at 7:40 (warning bell rings at 7:35). All students are expected to be in their first period class when the 7:40 bell rings.

- Students who arrive to school after 7:40 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 pg. 20)
- Discipline/Behavioral record – students will be restricted from participating in extra-curricular activities if their behavior or conduct warrants it (see pg. 24)
- Acceptable academic standing (see Privilege Pass, pg. 16)

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 consecutive school days or 15 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 are eligible on the eleventh (11th) consecutive day of absence. Students suspended from school for violations of the school code of conduct are eligible for home instruction on the 5th day following the suspension until readmission to school. **Contact your Guidance Counselor, ext. 2130.**

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 (Revised for 2016-2017 School Year)

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 use cell phones before and after school and during the lunch period.

Teachers may allow the use of cell phones during academic instructional time under their discretion and supervision for educational purposes only. Responsible digital etiquette is expected at all times. The device must be placed on the desk visible to the teacher and utilized only when required by the teacher.

Cell phones are prohibited in Physical Education classes and locker rooms

If a student chooses to violate this policy – not practicing “Digital Etiquette” - the following consequences will be imposed:

- 1st offense – Phone is confiscated and the student receives a teacher-issued detention.
- 2nd offense – Phone is confiscated, picked up in Main Office, and Discipline Referral filed.
- 3rd offense – Phone is confiscated, returned to parent, and Discipline Referral filed.

Change of Address

It is very important, for emergency and administrative reasons, that every student maintain 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

Chromebooks (Effective for the 2016-2017 School Year)

All students must receive a school-issued Chromebook. Chromebooks must be used when taking any assigned school assessments or any other class assignments deemed necessary by teachers.

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, pg. 24)

Conflict Resolution

The school community practices a conflict resolution system, which allows students to learn positive ways of responding to and resolving conflicts with peers. Staff members have been trained to coach students using various strategies and alternatives in dealing with peer conflicts. Students find daily

opportunities to practice these skills, with teachers nearby to offer support and encouragement. Through this process, students begin to develop lifelong habits of positive interaction.

Core Team

The Core Team is a support service for all students comprised of support 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, such as cleavage, midriff, etc.
- exposure of undergarments
- 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 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 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 the Vice Principal.

Our staff email can be accessed via our school website: 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 (Revised for the 2016-2017 School Year)

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. All fundraising must be approved by the High School Administration.

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.

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.

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. This year the school ID will be used as a hall pass and will be scanned for attendance purposes before field trips and for seniors leaving during lunch. **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 60 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 Hall of Fame doors located in front of the Auditorium. 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, the library/media center or on the 3rd and 4th floors. Students are not allowed on the 4th floor w/o a pass from a teacher. The usual rules of student behavior as listed in the Code of Conduct will apply during lunch block.

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, 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.

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 safe keeping. 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. Students may become eligible at the end of any marking period during their senior year if their G.P.A. has increased to the minimal requirement (for that marking period). The decision will take into account the student's behavior, attendance and academic progress during their senior year. Students may lose their Privilege Pass for any discipline/attendance issues that develop during Senior Year.

At the end of each marking period of the current year, the above will be re-evaluated. Any student failing to continue to meet all guidelines above 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 designated lots 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).

Sleeping In Class Policies

Procedures for attending to students sleeping in class

For **each** occurrence, the student will be escorted to the nurse with a pass stating that they are sleeping in class. The nurse will interview and examine the student.

- **First Time**: The teacher will call the parent to express concern that the student is sleeping in class.
- **Second Time**: The nurse will call the parent to rule out any medical problems. A Core Team referral may be made by the nurse.
- **Third Time**: A **Student Assistance Counselor** will call the parent to examine the possibility of other problems such as possible drug involvement, family problems, or learning problems and suggest a full drug/alcohol evaluation. A Core Team referral will be made by the Student Assistance Counselor.
- **Fourth Time**: **Student Assistance Counselor** and Administrator will call the parent and require a full drug/alcohol evaluation.

Student Photographs

Each fall in Grades 9, 10, 11 student pictures are taken by a professional photographer. 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.

Grades 9, 10, and 11 will have photos taken during their Physical Education classes: **September 19th and 20th**.

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 30th 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.

Visitors

- 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.
- Parents/Guardians of students from other schools may request permission for a school visit if the student visitor is planning to attend MHS in the future and wishes to learn about the school. This arrangement should be made through the Main Office. Permission must be requested at least 48 hours prior to the visit so that teachers may be informed of the visitor.
- Parents/Guardians are always welcome to visit MHS. Parents/Guardians are encouraged to arrange for an appointment with an administrator, counselor, or teacher prior to coming to the building.

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

Morristown High School Attendance Policy

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
 - Death in the family
 - Religious observance
 - 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**)
 - Family emergency
 - 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. (**see page 25**).

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.

The Attendance Office will monitor all student “Unexcused Absences” to school and notify the parent/guardian at the following times:

5 th Unexcused Absence	Notification Letter	
8 th Unexcused Absence		Truant Officer notified
10 th Unexcused Absence	Notification Letter	Meeting with Parent/Guardian, Student, and Administration <i>Truant Officer notified</i> Any further unexcused absences will result in the Division of Child Protection and Permanency (DCPP) being notified.
15 th Unexcused Absence	Notification of loss of privileges	Loss of Privileges (pg. 24) <i>Truant Officer notified</i>

Late Arrival To School (Revised for the 2016-2017 School Year)

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”.

The Attendance Office will monitor all students’ “Unexcused Late Arrivals” to school and notify the parent/guardian at the following times:

10 th Unexcused Late Arrival	Meeting with Parent/Guardian, Student and Administration	Attendance Plan developed with all parties.
12 th Unexcused Late Arrival		Loss of Privileges (pg. 24)
<i>*Every 4th Unexcused Late will result in a Saturday Detention being assigned, on a semester basis. However, The cumulative number of Unexcused Tardies will be calculated from September through June (Semester 1 and Semester 2).</i>		

Readmit Pass

It is the student’s responsibility to present a written explanation from his or her parent/guardian for any time missed from school and obtain a readmit pass. Readmit passes are obtained from the following school personnel:

- Absent 3 or more days due to illnessHealth Office
- SuspensionAdministrator
- Administrative-Pre-Approved AbsenceAdministrator

Period Absences (Effective for the 2016-2017 School Year)

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, with teacher input, will monitor all **student absences from school** and notify the parent/guardian at the following times:

Full Year (10.0 credit course)

- 10th absence (attendance warning)
- 20th absence (attendance warning)
- 32nd absence (attendance conference – Non Credit Status)

Full Year (5.0 credit course)

- 5th absence (attendance warning)
- 10th absence (attendance warning)
- 16th absence (attendance conference – Non Credit Status)

Semester (2.5 credit course)

- 5th absence (attendance warning)
- 8th absence (attendance conference – Non Credit Status)

Quarter (PE and Health/1.25 credit course)

- 2nd absence (attendance warning)
- 4th absence (attendance conference – Non Credit Status)

Classroom teachers, the Attendance Office, and Administration will monitor **student absences and tardies, both excused and unexcused, from class** and the parent will be notified if a student is in jeopardy of being placed on Non Credit Status in a class(s). Any student being placed on “Non Credit” status in a class is required to have a parent conference with an Administrator, Guidance Counselor, and Case Manager (if required), and 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 (Effective for the 2016-2017 School Year)

When a student is placed on “**Non-Credit Status**” in a course the parent/guardian and student will receive written notice. If the parent/guardian feels that the Non-Credit Status is not warranted, they have the right to appeal the decision. The student shall file a written appeal to the Principal or designee within 5 school days of receiving notice of action. The attendance appeal paperwork can be found on the Morristown High School Website.

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

The appeal should state the reasons for admitted absences, documentation that would reduce the number of absences, and reasons why the student should continue to receive credit in the course(s). Appeals supported by documentation of proof that the absences were excused may be approved including

- Illnesses confirmed with a doctor's note
- Medical appointments/treatments with doctor's note
- Family crisis/emergencies
- Court appearances
- Absences pre-approved by the administration

When an appeal letter is received, the Principal or designee in conjunction with 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**

A major violation or repeated violations of the Student Code of Conduct and/or the MHS Attendance Policy may result in loss of these privileges.

GUIDELINES FOR DISCIPLINE FOR CODE OF CONDUCT VIOLATIONS

INFRACTIONS	1st Level	2nd Level	3rd Level
No ID	AD (1)	AD (2)	AD (3)
Cutting Class	AD	AD(s)	AD(s)
Unauthorized Parking	SD (1)	SD (2)	SD (2) Forfeit parking privilege
Inappropriate Behavior	AD (1)	AD (2)	SD (2)
Defiance	OSS (1-3)	OSS (3-5)	OSS (5-10)
Fighting **	OSS (1-10) Police Notified	OSS (5-10) Police Notified	OSS (10) Police Notified
Assault **	OSS (1-10) Police Notified	OSS (5-10) Police Notified	OSS (10) Police Notified
Threat **	OSS (1-10) Police Notified	OSS (5-10) Police Notified	OSS (10) Police Notified
Lewd Behavior	OSS (2) Police Notified	OSS (5) Police Notified	OSS (10) Police Notified
Gang Related Activity	OSS (2) Police Notified	OSS (5) Police Notified	OSS (10) Police Notified
Theft	OSS (2-5) Police Notified Restitution	OSS (5-10) Police Notified Restitution	OSS (10) Police Notified Restitution
Vandalism (Damage to any school property)	OSS (2) Police Notified Restitution	OSS (5) Police Notified Restitution	OSS (10) Police Notified Restitution
Possession/Use of Weapon	OSS - Minimum of 10 days Recommendation for long term suspension Police Notified		
Use of CDS/Alcohol	OSS (3) Police report filed	OSS (5) Police report filed	OSS (5) Police report filed
CTD (cut teacher detention)	LD (1)	AD (1)	AD (2)
CAD (cut admin. detention)	SD (1)	SD (1)	SD(1)
Leaving Campus without Permission	SD (2)	SD (4)	OSS (1)
Forged Note/Pass	SD (2)	SD (2)	OSS (1)
Profanity (to Staff)	OSS (2)	OSS (4)	OSS (6)
Profanity	AD (1)	SD (1)	SD (2)
Smoking or use of tobacco products on Campus (including e-cigarette)	SD (1)	SD (2)	SD (2)
Cell phone use (without permission during academic time)	Confiscation Return to Student (after school hours)	Confiscation Return to Parent (after school hours)	Confiscation Return to Parent (after school hours) Conference
Possession of Electronic Devices (during academic time)	Confiscation Return to Student (after school hours)	Confiscation Return to Parent (after school hours)	Confiscation-OSS Return to Parent (after school hours) Conference
In Unauthorized Area/No Hall Pass	SD (2)	SD (4)	OSS (1)
Truancy	SD (2)	SD (2-4) Truancy report filed	SD (4-6) Truancy report filed
Academic Integrity Violation	See page 26		
Possession/Sale of CDS/Alcohol	OSS Minimum of 5 days. Recommendation for long term suspension Police Notified		
Possession of Drug Paraphernalia	OSS Minimum of 5 days Recommendation for long term suspension Police Notified		
Cut Saturday Detention	SD (2)	OSS (1)	OSS (2)

****Police notified and/or charges filed as determined by Administration.**

Administrators, or designee, will also 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 (see pg. 24)
- Students accruing five or more referrals during an academic period will be subject to loss of school privileges (see pg. 24)

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.

Offense	Consequences
Arson	Police/fire department notified OSS
Assault	Police notified OSS
Bomb Threats	Police notified OSS
Extortion	Police notified OSS
Fighting	Police notified OSS
Gang related activity	Police report OSS
Possession of fireworks	Police notified OSS
Possession of weapon	Police notified OSS
Theft/larceny	Police notified (OSS) Restitution
Sale/possession/use of alcohol/drugs	Police notified OSS SAC/CORE team evaluation, drug evaluation
Threat (all forms)	Police notified OSS
Truancy	Truant officer notified SD (2) Each day missed / Court referral for multiple offenses.
False Fire Alarms	Police/fire department notified OSS
Vandalism	Police notified OSS Restitution

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 (10:42-11:30) 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, 2:40 - 3:40 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 = 4 days Lunch 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 her 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.

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 a supervisor/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 student and review the school policy on academic integrity.
- The supervisor/administrator will be notified.
- A zero will be assigned as a grade.
- A parent/guardian will be notified and a conference scheduled.
- The student may be excluded from National Honor Society.
- Disciplinary measures may be taken:
 - Initial offense SD (2)
 - Repeated offense OSS (2)
- The supervisor/administrator will send a letter home to confirm, explain, and conclude the incident.

Teachers will report all incidents of academic dishonesty to the supervisor/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 record.

Department of School Counseling and Guidance Services

Director of Guidance
Jennifer Giordano, x2332

Student Assistance Program

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

School Counselors

Elizabeth Barbone ext. 2257
Claudia Barrera ext. 2138
Matt Carmel ext. 2152
Sandra Caruso ext. 2105
Ellen Cheikes ext. 2127
Kristina Kenny ext. 2139
Michele Lombardi ext. 7554
Craig Matthews ext. 2137
Robert Miller ext. 2108
Michael Norton ext. 2181
Naomi Still ext. 2015
Cherie Streiff ext. 2140
Monica Tate-Melendez ext. 2128

College and Career Counselors

Elizabeth Barbone ext. 2257
Robert Miller ext. 2108

Administrative Assistants

Ingris Bedoya ext. 2130
Darell Johnson ext. 2135
Scott Montague ext. 2134
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 lunch time 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.

Child Find Statement

Some children have disabilities and need extra help to succeed. If you know of a preschool aged child (3-5) who lives in our district and has trouble speaking, seeing, hearing, walking, running or manipulating small objects, he/she may be experiencing developmental delays. Chances are that with early detection such delays can be corrected. The Morris School District Child Study Team can offer help in evaluating and providing, if eligible, a special education program. Call (973) 292-2080 ext. 7057 for more information.

If you have a student, or know of a student between the ages of 5-21, who is having difficulty learning, he/she may need extra help to succeed. Each of our schools have Child Study Team

representatives who can meet with the student's teachers and parent(s)/guardian(s) to explain the process used to determine if the student has a disability that is negatively impacting on academic performance. Please call your school Child Study Team office (973-292-2000 ext. 2259) to obtain more information if you suspect a child has a disability.

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 and 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 (Effective for the 2016-2017 School Year)

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 12th and September 23rd, 2016. 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 1A to Algebra 1H) must be submitted for approval by November 4th, 2016. Requests will be considered and processed at the end of the first marking period (November 15th, 2016).

- 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 (Effective for the 2016-2017 School Year)

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

Exams

A final exam is 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

GPA = 4.00

Grading System (Effective for the 2016-2017 School Year)

Midterm Progress reports will be mailed half way through each marking period. Report cards are mailed to your home four times a year after each marking period. The grades are:

<u>Letter Grade</u>	<u>Value</u>	<u>Numerical Equivalent</u>
A+	4.3	98 – 100
A	4.0	93 – 97
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>
E	Excused or exempt
R	Credit Denied-attendance violation
I	Incomplete
W	Withdrawn passing
M	Medically excused (no credit)
X	Audit (no credit)
Z	Withdrawn failing

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 on pg. 36.
- b. Successfully complete a program of studies in grades nine through twelve which shall include, but not be limited to (see chart on pg. 36):

Core Curriculum Content	Minimum Course and Credit Requirement
Language Arts Literacy	A minimum of 20 credits (5 credits each year), including English 1, 2, 3, 4
Mathematics	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.
Social Studies	10 credits of United States History and 5 credits of World History
Science	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
World Language	A minimum of 10 credits (within the same language)
Visual and Performing Arts	A minimum of 5 credits
Career Education, Consumer, Family & Life Skills	A minimum of 5 credits
Financial Literacy	2.5 credits beginning with the Class of 2014
Health & Safety Physical Education	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.

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 web site 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 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 a student's grade level status. In order for a student to move on to the next grade level (promotion), each student must meet the following benchmarks:

Grade	Minimum Credits Earned
10	30
11	60
12	90
	120 credits needed to graduate

Students who do not attain their respective benchmarks will remain in the same grade for the entire following year. The student will be retained as a 9th, 10th, 11th or 12th grader.

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.

Transcripts

Transcripts for college applications, jobs or other purposes can be requested in 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 the junior year. Seniors who qualify after the first quarter of the senior year will be given the same application materials. 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, a personal reflection sheet which focuses upon student response to questions regarding the four pillars of the NHS, 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. 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 early May; that of the seniors will be held in late December or early January.

**2016-2017
MORRISTOWN HIGH SCHOOL
INTERSCHOLASTIC ATHLETICS**

Smitty Horton, Athletic Director
Rose Piccolo, Athletic Secretary
973-292-2000 ext. 2120

Athletic Trainer

David Nicholson david.nicholson@msdk12.net
Danielle Cigol, ext. 2159 danielle.cigol@msdk12.net

Fall Season

Cheerleading-Fall	V, JV	Chrissy Chase	chrissy.chase@msdk12.net
Cross Country, Boys	V	Paul Buccino	paul.buccino@msdk12.net
Cross Country, Girls	V	Gradie Carroll	gradie.carroll@msdk12.net
Field Hockey, Girls	V, JV, FR	Diane DeSalvo	diane.desalvo@msdk12.net
Football, Boys	V, JV, SO, FR	John Power	john.power@msdk12.net
Soccer, Boys	V, JV, FR	Brian Kiernan	brian.kiernan@msdk12.net
Soccer, Girls	V, JV, FR	James R. Whitney	james.whitney@msdk12.net
Tennis, Girls	V, JV	Jeff Tukul	jeff.tukul@msdk12.net
Volleyball, Girls	V, JV, FR	Bill Condon	bill.condon@msdk12.net

Winter Season

Basketball, Boys	V, JV, FR	Bill Connolly	bill.connolly@msdk12.net
Basketball, Girls	V, JV, FR	Jim Pisciotto	jim.pisciotto@msdk12.net
Cheerleading	V, JV	Chrissy Chase	chrissy.chase@msdk12.net
Fencing, Coed	V, JV	George LaTorre	george.latorre@msdk12.net
Ice Hockey, Boys	V, JV	Bobby Jones	robert.jones@msdk12.net
Indoor Track, Coed	V	Paul Buccino	paul.buccino@msdk12.net
Swimming, Coed	V	Donna Gelegonya	donna.gelegonya@msdk12.net
Wrestling, Boys	V, JV	Bobby Pellechio	robert.pellechio@msdk12.net

Spring Season

Baseball, Boys	V, JV, FR	Ed Collins	ed.collins@msdk12.net
Softball, Girls	V, JV	Robert Bruno	robert.bruno@msdk12.net
Lacrosse, Boys	V, JV	Jeff Bigas	jeffrey.bigas@msdk12.net
Lacrosse, Girls	V, JV, FR	Evan Mager	evan.mager@msdk12.net
Track & Field, Boys	V, JV	Paul Buccino	paul.buccino@msdk12.net
Track & Field, Girls	V, JV	Gordon Drewery	gordon.drewery@msdk12.net
Tennis, Boys	V, JV	Lance Lieberman	lance.lieberman@msdk12.net
Golf, Coed	V	Chris Edmondson	chris.edmondson@msdk12.net

Any additional information can be found on the MHS website for "Athletics"
<http://www.morrisschooldistrict.org/site/default.aspx?DomainID=645>

2016-2017
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
Asian Club	Ms. Qi Wang
Broadcaster	Mr. Christopher Kenny/Mrs. Julie Vagnini
Class Organizations: Class of 2017 (12 th)	Ms. Kaitlyn Disch/Ms. Jessica McGrover
Class Organizations: Class of 2018 (11 th)	Mrs. Susan Mele
Class Organizations: Class of 2019 (10 th)	Mr. Angel Cora/Alejandra Formoso
Class Organizations: Class of 2020 (9 th)	Ms. Surina Ranawat & Mr. Frank Sedita
Cobbonian	Mr. Brian Kievning/Ms. Jessica McGrover
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	TBD
French Club	Ms. Renee Marshall
G.S.A. (Gay-Straight Alliance)	Ms. Kelly Catalano/Mr. Michael Maguire
Habitat for Humanity	Mrs. Barbara McNally
Heritage Club	Mr. Kevin Rooney
Interact Club	Ms. Danielle Codey/Ms. Deborah Petrucci
Italian Club	Ms. Krista Bono/Mr. Frank Sedita
Jazz Choir	Mr. Michael Nuzzo
Jazz Ensemble	Mr. Michael Russo
Key Club	Ms. Kaitlyn Brady/Ms. Kaitlyn Disch
Latin Club	Ms. Mollie Lyn Berman
L.U.N.A. (Latinos United in North America)	Ms. Antonia Richards
Marching Band and Color Guard	Mr. David Gallagher
Math Team	Mrs. Marina Bragina/Mrs. Christiana Kemp
Model U.N.	Ms. Kelly Murphy
National Art Honor Society	Ms. Rachel Compton
National Honor Society	Mr. Frank Sedita
S. G. O. (Student Government Organization)	Ms. Kathy Hall, Mr. Joseph Componile, Ms. Bernadette Mehrtens
Spanish Club	Ms. Samantha Dodson/Ms. Kelly Murphy
String Ensemble	Mrs. Norma Davis
T.S.A. (Technology Student Association)	Mr. Jack Rizzo/Mrs. Lauren Shohen
Theatre/Thespian Society	Mr. Michael Maguire
Tricorn	Mr. Brian Kievning/Mr. George LaVigne
Tri-M Music Honor Society	Mrs. Norma Davis
T.S.A. (Technology Student Association)	Mr. Jack Rizzo/Mrs. Lauren Shohen
WJSV/Colonial Corner (aka Prime Time MHS)	Mr. Mike Butler
World Language Honor Society: Chinese	Ms. Qi Wang
World Language Honor Society: French	Ms. Renee Marshall
World Language Honor Society: Italian	Ms. Krista Bono/Mr. Frank Sedita
World Language Honor Society: Latin	Ms. Mollie Lyn Berman
World Language Honor Society: Spanish	Ms. Samantha Dodson/Ms. Kelly Murphy