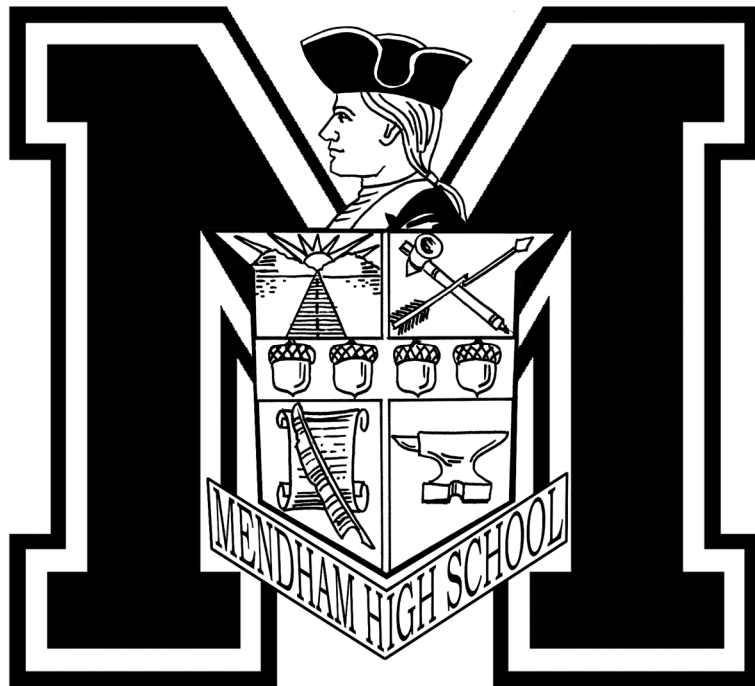
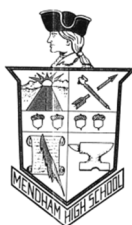


**WEST MORRIS MENDHAM
HIGH SCHOOL**



**Student / Parent Handbook
2011-2012**



W.M. MENDHAM HIGH SCHOOL

65 East Main Street
Mendham, NJ 07945

(973) 543-2501
<http://www.wmmhs.org>

STUDENT HANDBOOK
2011 – 2012

This book belongs to:

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WEST MORRIS MENDHAM HIGH SCHOOL
Mendham, New Jersey

Dear Students,

Welcome to West Morris Mendham High School! As a member of our high school community you are now faced with the most exciting and challenging period of your public school experience.

What you derive from your high school years is the direct result of what you put into them. Whether you are an incoming freshman or a returning sophomore, junior or senior we encourage you to become involved and contribute to the school community.

Mendham High School successfully provides educational opportunities through its rigorous programs instructed by an experienced and dedicated teaching staff. Your commitment to the challenge of high school in all its aspects will provide you with the opportunity to receive the finest education possible.

This handbook provides general information about your school and highlights the most often used policies and procedures. Please read it carefully. We believe that for an institution to function efficiently, each individual must abide by the procedures established. As a result, we hold each student accountable for his or her behavior. Should you have a question about any aspect of the high school, please contact us.

In conclusion, with you as a member of the student body, working, actively participating and striving for excellence, our high school will continue to be one of the finest in the state.

Sincerely,

Michael Matyas
Principal

DISTRICT MISSION STATEMENT

The West Morris Regional High School District community will provide each student with an intellectually stimulating experience in a safe environment.

This experience will promote a shared passion for learning, academic excellence, involved citizenship, personal responsibility and a respect for diversity; fostering the development of creative, confident, compassionate and resilient individuals who will contribute to their future communities.

MENDHAM HIGH SCHOOL PHILOSOPHY

The philosophy of West Morris Mendham High School is a belief that the faculty and students form a single body of human beings living, working, learning and teaching together so that we might attain new insights and knowledge which can propel us to new heights of personal growth and understanding. This belief fosters a feeling in students that they are welcome and respected, that each day they can experience some measure of success both in intellectual pursuits and in the special talents not usually associated with the scholar, and that what they do at school really makes a difference. Our school recognizes the need to prepare its students for the future through a curricular program, which is purposeful, broad-based and current. This program should be inclusive rather than exclusive, extensive as well as intensive. We are committed to the principle that every child shall learn.

This philosophy calls for our school to act as the arena in which all pursuits and experiences are available for expanding both the intellect and humaneness of students. No one subject, activity or area of learning is recognized as the avenue for all to know understanding, growth, enjoyment, satisfaction or success. This vital period of life must be a time of total growth where values, attitudes and processes are as important as skills, facts, grades, and credits. We must assure our students that the attainment of knowledge means the understanding of culture as well as the beginning mastery of discipline.

This philosophy asks the school to be a place of interest to youth; a place to find and test new ideas; a place to learn skills so that they may know confidence in their job and feel dignity in their work; a place to experience team effort as well as individual challenge; a place to search for their answers and to find themselves. It should inculcate an appreciation for traditions and generate a concern for the future.

2011-2012

West Morris Regional High School District

| September 11 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

- September**
- 5 LABOR DAY
 - 6 Professional Development Day (Teacher Keen)
 - 7 HES DAY OF SCHOOL (Student Report)
 - 29 ROSE MASHANAH

| October 11 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

- October**
- 10 Professional Development Day
- November**
- 10 NBA CONVENTION

| November 11 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

- 11 NBA CONVENTION
- 23 LEAF Day - Thanksgiving Break
- 24 THANKSGIVING
- 25 THANKSGIVING

| December 11 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

- December**
- 23 Half Day - Winter Break
 - 16 WINTER BREAK
 - 27 WINTER BREAK
 - 28 WINTER BREAK
 - 29 WINTER BREAK
 - 30 WINTER BREAK

| January 11 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

- January**
- 16 MARTIN LUTHER KING DAY
- February**
- 20 PRESIDENT'S DAY
 - 21 Professional Development Day

| February 11 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

- April**
- 2 SPRING BREAK
 - 3 SPRING BREAK
 - 4 SPRING BREAK

- April**
- 5 SPRING BREAK
 - 6 GOOD FRIDAY
- May**
- 28 MEMORIAL DAY
- June**
- 20 GRADUATION DAY - Last Day of school

| March 12 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| April 12 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| May 12 | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

Delayed Opening Dates:
(Shown in)

TO BE DETERMINED

HOLIDAYS (Calendar includes a snow day, 3 professional development days and 15 1/2 days for a minute)

If additional snow days are needed, they will be taken from Spring Break, starting with April 2 & working forward.

Additional closed snow days will be determined by April 11th.

The Board reserves the right to alter the school calendar when feasible and advisable in the best interests of the students of the district.

NO. 100 APPROVED: March 22, 2011

| June 11 | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| July 12 | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| August 12 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

2011-2012
West Morris Regional High School District

ROTATING SCHEDULE

| | DAY 4 | DAY 3 | DAY 2 | DAY 1 |
|----------|-------|-------|-------|-------|
| P | 4 | 3 | 2 | 1 |
| | 1 | 4 | 3 | 2 |
| E | 2 | 1 | 4 | 3 |
| R | LUNCH | | | |
| I | LUNCH | | | |
| O | 8 | 7 | 6 | 5 |
| | 5 | 8 | 7 | 6 |
| D | 5 | 8 | 7 | 6 |
| S | 6 | 5 | 8 | 7 |

**FULL DAY
BELL SCHEDULE**

| | |
|---------------|---------------------|
| Staff Reports | 7:25 am |
| Warning Bell | 7:35 am |
| Session A | 7:40 am - 8:39 am |
| Session B | 8:44 am - 9:42 am |
| Session C | 9:47 am - 10:45 am |
| LUNCH | 10:45 am - 11:31 am |
| Session D | 11:31 am - 12:29 pm |
| Session E | 12:34 pm - 1:32 pm |
| Session F | 1:37 pm - 2:35 pm |

Bus Departure - 2:45 pm

**SPECIAL – ALL PERIODS
BELL SCHEDULE**

| | |
|---------------|---------------------|
| Staff Reports | 7:25 am |
| Warning Bell | 7:35 am |
| Session A | 7:40 am - 8:25 am |
| Session B | 8:30 am - 9:12 am |
| Session C | 9:17 am - 9:59 am |
| Session D | 10:04 am - 10:46 am |
| LUNCH | 10:46 am - 11:32 am |
| Session E | 11:32 am - 12:14 pm |
| Session F | 12:19 pm - 1:01 pm |
| Session G | 1:06 pm - 1:48 pm |
| Session H | 1:53 pm - 2:35 pm |

Bus Departure - 2:45 pm

**DELAYED OPENING
BELL SCHEDULE**

| | |
|---------------|---------------------|
| Staff Reports | 9:25 am |
| Warning Bell | 9:35 am |
| Session A | 9:40 am - 10:20 am |
| Session B | 10:25 am - 11:02 am |
| Session C | 11:07 am - 11:44 am |
| LUNCH | 11:44 am - 12:34 pm |
| Session D | 12:34 pm - 1:11 pm |
| Session E | 1:16 pm - 1:53 pm |
| Session F | 1:58 pm - 2:35 pm |

Bus Departure - 2:45 pm

**HALF DAY/HOLIDAY
BELL SCHEDULE**

| | |
|---------------|---------------------|
| Staff Reports | 7:25 am |
| Warning Bell | 7:35 am |
| Session A | 7:40 am - 8:23 am |
| Session B | 8:28 am - 9:06am |
| Session C | 9:11 am - 9:49 am |
| Session D | 9:54 am - 10:32 am |
| Session E | 10:37 am - 11:15 am |
| Session F | 11:20 am - 11:59 am |

Bus Departure – 12:09 pm

ACADEMICS

Achievement is indicated by letter grades:

| <u>Grade</u> | <u>Numerical Equivalent</u> |
|--------------|-----------------------------|
| A+ | (100.00 – 97.0) |
| A | (96.99 – 93.0) |
| A- | (92.99 – 90.0) |
| B+ | (89.99 – 87.0) |
| B | (86.99 – 83.0) |
| B- | (82.99 – 80.0) |
| C+ | (79.99 – 77.0) |
| C | (76.99 – 73.0) |
| C- | (72.99 – 70.0) |
| D+ | (69.99 – 67.0) |
| D | (66.99 – 63.0) |
| D- | (62.99 – 60.0) |
| F | (59.99 – 0.00) |
| AU | = Audit |
| ME | = Medical Excuse |
| IC | = Incomplete |
| P | = Pass |
| WP | = Withdrawn Passing |
| WF | = Withdrawn Failing |
| NC | = No Credit |

Please note that our grading policy is currently under review, refer to the school website for a policy update pending Board approval.

Graduation Requirements

To earn a West Morris Regional High School District diploma, a student shall be required to:

Complete 130 credits.

Satisfactorily complete all required courses as listed below:

| <u>Subject</u> | <u>Credit</u> |
|--|---------------|
| English | 4 years |
| Social Studies (Includes 2 years of U.S. History and 1 year of World History/Cultures) | 3 years |
| Mathematics | 3 years |
| Science | 3 years |

| | |
|-----------------------------------|---|
| Physical Education and Health Ed. | Each year in school |
| Visual or Performing Arts | 1 year |
| Practical Art | 1 year |
| Financial Literacy | 1 year beginning with the Class of 2014 |

Note: Refer to the Program of Studies for information on: grading, calculation of GPA, and weight factors for elective subjects.

Course Load for Students

No student may have more than one (1) full period of activity time/study hall during any given marking period. To obtain the optimum from the school experience, all the students are encouraged to schedule the maximum credit load that is consistent with aptitude, interest, achievement and goals.

Withdrawal from Courses

Should a student elect to withdraw from a course the following will apply:

1. The minimum load for a student attending Mendham High School is 7 classes. If a student is withdrawn as failing from a course, resulting in fewer than 7 classes, the student must elect another course or he/she will be placed in quiet study for the remainder of the year.
2. **Full Year Courses** - Students may withdraw without penalty for the first four weeks the class meets (October 7, 2011).
3. Withdrawing after the first four weeks **will result in a withdrawal failure (WF).**

Semester Courses – Students may withdraw without penalty for the first two weeks the class meets (September 26, 2011) (February 10, 2012). Withdrawing after the first two weeks will result in a withdrawal failure (WF).

4. When a student changes homogeneous grouping levels in any course after the grade is posted, that grade remains the grade of record. (Policy #5125.11)

Level Changes

Parents may waive their son/daughter into courses even though the subject area teacher and/or counselor are not in agreement; however students waived into a course are expected to remain in that course for the entire first marking period. It is important to note if the desired

lower level course is filled, the student must remain in the waived class for the entire year.

Changes from one level of a course to another level of the same course can be student or parent initiated from the beginning of the school year until October 7, 2011, provided a waiver has not been submitted and signed by the parent. Any level change between October 7 and November 11 must be teacher initiated. The last day for level changes will be November 11, 2011.

Grade Appeal Process:

1. Parents who are concerned about any grade should first contact the appropriate teacher through the school's counseling office and make an appointment for a conference to be held at a mutually convenient time. The objective of the conference shall be to demonstrate that criteria for determining grades were in place and that the criteria for determining grades were applied properly. If the parent is not satisfied, he may proceed to step 2.
2. The parent should contact the Director of Student Personnel Services through the school's counseling office and arrange a conference involving the parent, the teacher, and the Director of Student Personnel Services. The Director of Student Personnel Services will ask the parent to present his questions or concerns and ask the teacher to respond concerning the criteria for determining grades and how they were applied. If the Director of Student Personnel Services determines that appropriate criteria for grading were in place and applied properly, he/she shall inform the parent that the grade was determined in the appropriate way.

All appeals involving individual tests or assignments or the final exam for a course shall conclude at this step and the decision of the Director of Student Personnel Services shall be final.

If the appeal pertains to the final grade for a marking period or the final grade for a course and the parent still questions the method of determining the grade, he/she may proceed to Step 3.

3. The parent should contact the building Principal to arrange for a conference which should include the parent, the teacher, the Director of Student Personnel Services, the counselor, and the Principal. The parent shall present his/her concerns or questions regarding grading criteria and how they were applied. The Principal will ask the Director of Student Personnel Services to respond on terms of criteria used and the grade in question. The Principal shall decide if the grade was arrived at properly and

inform the parent of his decision. If not satisfied, the parent may meet with the Superintendent of Schools (Step 4).

4. The parent should make an appointment for a conference with the Superintendent of Schools. The Superintendent shall invite the appropriate staff. After discussing the grading criteria and the grade in question, the Superintendent shall decide if district grading policies and practices have been followed. The superintendent will inform the parent of his decision.

Parents may request that the board of Education review decisions made during the grade appeal process

Honor Roll

To be eligible for an honor roll, a student must take a minimum of five letter-graded courses per marking period, pass Physical Education and Health, and have no grade lower than B-.

High Honor Roll: To be included on the high honor roll, a student must achieve a GPA of 3.7 or better.

Honor Roll: To be included on the honor roll, a student must achieve a GPA of 3.1 or better.

Exams

Students are responsible to take exams during assigned exam periods. Failure to report to an assigned exam will result in a failure for the exam. Exceptions will be made in the case of illness. However, a signed note from a physician will be required.

Senior and IB/AP Exam Exemptions:

Deadline for application varies each year.

- A. In order to apply for any final exam exemptions, seniors must have maintained at least a B+ average through June 1.
- B. Seniors/Juniors taking an IB/AP exam must maintain a B+ average through June 1.

Note: A teacher may withdraw an exemption at any time prior to the end of the marking period. This may be done for reasons such as attendance, missing assignments, classroom behavior, etc.

Report Cards/Student Progress

1. Report Cards will be mailed home four times each school year.
2. Parents/guardians are now encouraged to monitor student progress via the PowerSchool portal. A link to the portal can be found on our school's website, www.wmmhs.org. Username and password information was sent home last year. Freshmen and their parents will be given their username and password before school begins.
3. In special cases, the Principal, by law, may exercise the right to declare completion or non-completion of course, grade and school requirements, regardless of the grade average.

Incomplete Grades

Students who have received an incomplete for a marking period or examination will be given 10 school days to complete the necessary work. If the work is not completed within 10 school days, the incomplete grade will automatically become an F. Teachers may submit grade change forms at a later date in cases where there were extenuating circumstances.

Academic Honesty

All students are to be informed at the beginning of the school year of the following procedure concerning cheating:

1. If a student is caught cheating, the teacher gives the student an F grade on that exam, quiz, paper, lab, etc. With the expansion of technology into the educational process, inappropriate use of the school's network and the internet have been incorporated into this category. This includes, but is not limited to, plagiarism from electronic sources and the sharing of electronic files.
2. Any subsequent incidence of cheating will result in a failing grade for the marking period in which it occurs.
3. Teacher informs parents and school counselor of first (and any subsequent) cheating offense, and informs the parents what will happen if it occurs a second time.

Valedictorian/Salutatorian Selection Process

A Valedictorian and a Salutatorian will be determined by the weighted grade point average (GPA) based on all final grades earned up to the end of the third marking period of senior year. The Valedictorian will be the student who has the highest grade point average. The Salutatorian will be the student who has the second highest grade point average. In order to be a Valedictorian or Salutatorian, students must

have enrolled in Mendham High School by September 30 of their sophomore year.

National Honor Society Membership

Beginning with the Class of 2011, a cumulative Unweighted Grade Point Average of 3.6 OR a cumulative Weighted Grade Point Average of 4.3 is necessary for a student to be academically eligible for membership in the National Honor Society. Also beginning with the Class of 2011, induction criteria will measure three full years of a student's grades, service, and character. Eligible students will be notified by October of their senior year.

Withdrawing to Transfer

Students withdrawing from West Morris Mendham High School with the intention of transferring to another school shall observe the following procedure:

1. Obtain a school withdrawal form from the counseling office. The form must be signed by a parent(s), if the student is under 18 years of age.
2. Return all books, uniforms and other school property to the appropriate teachers who will initial the form as these obligations are met. In addition to the teachers' signatures, the student must obtain signatures for the other school areas as indicated on the form.
3. All obligations must be satisfied before any transcripts or school records will be released.
4. Clean all lockers.
5. Report back to the Counseling Office with completed forms for final clearance by the Director of Student Personnel Services.

Withdrawing to Terminate

1. In addition to fulfilling the previous requirements, the student must arrange a conference involving the student, counselor, and parent(s), (if under 18 years of age).
2. The principal will interview the withdrawing student.

Early Graduation

Students may graduate early if they have demonstrated clearly in school a scholastic aptitude or vocational readiness, if there is a financial need for early entry into the labor market, or if health or family concerns would be served by completing the West Morris Regional High School District educational requirements early.

Homework Requests

The counseling office will provide assignments for students who will be absent for at least 3 days. Parent(s) or student must make the request through the counseling office.

Request for assignments will be distributed to all subject teachers the day the request is received. Completed assignment sheets may be picked up at the close of the school the following day.

Individual teachers will complete and return the assignment sheet to the counseling office according to the above mentioned time schedule.

Home Instruction

Home instruction will be provided to eligible students in accordance with the New Jersey Administrative Code 6:28, Chapter 192 of the Laws of 1977.

Home instruction is available upon written request by the parent or adult student. The written request must be accompanied by a physician's statement indicating the medical problem and the probable length of illness. The expected period of confinement of the student should be at least two (2) weeks. There are two options that may be considered when determined eligible to receive home instruction services as follows: (1) Tutors that are scheduled to work individually with students to complete assigned work; or (2) A web-based program referred to as Educere that allows students to complete coursework on-line. For more information about these options, please contact your guidance counselor, or if appropriate, child study team case manager. The student may return to school only if written permission is given by the student's physician. Students returning from home instruction must first report to the Director of Student Personnel Services then be cleared by the school nurse. All teachers must sign the home instruction clearance form the day the student returns to school.

Student Records

Student Personnel Services maintains accurate academic and attendance information both past and present, regarding a student's educational growth. Official transcripts are forwarded by mail to colleges, schools, and employers upon request and written permission by the parent or adult student. Students requesting to hand-carry transcripts will be provided with an unofficial transcript only. Please allow at least one (1) week for transcript preparation.

Rights and Responsibilities

According to the Age of Majority law, when a student reaches the age of eighteen and is financially independent as verified by his parents, the school then is required to communicate directly with the student

concerning all educational matters. However, those students who are eighteen and not financially independent, are still governed by all the rules and regulations of the school. Even though this means they can sign permission forms, the parents will still be routinely involved with the normal day-to-day contact regarding the student. The school will continue to send home all reports, letters of suspension, letters regarding attendance and any other forms of communication deemed appropriate as well as each marking period report card. Only the emancipated eighteen-year-olds will be dealt with directly rather than with their parents.

Student Assistance Counselor

This program is designed to affect the entire student body. The counselor is available to meet with the students who are using alcohol/drugs or who have family, peer or school concerns such as chemical use. Parents are also encouraged to contact the Student Assistance Counselor, Ms. Lyn Kleinman, at (973) 543-2501 x4520.

DYFS (Division of Youth and Family Services)

DYFS may be contacted at 1-877-652-2873. In the event of suspected child abuse, endangerment or neglect, DYFS may be contacted and local police notified (NJAC 6A:16-11).

504 Section: Notice Of Parental Rights

1. Section 504 of the Rehabilitation Act is a nondiscrimination statute barring discrimination on the basis of one's disability.
2. It is the policy of the school district not to discriminate on the basis of disability in its educational programs, activities or employment policies as required by the Act.
3. The Act requires the school district to locate, evaluate and determine if the student is a qualified individual requiring accommodation necessary to provide access to educational programs.
4. Parents are entitled to have the opportunity to review relevant educational records under the Family Education Rights and Privacy Act (FERPA). See below.
5. Parents or guardians disagreeing with the decisions reached by school personnel for accommodations necessary for access to educational programming and/or facilities may request a hearing before an impartial hearing officer by notifying the school principal.
6. The designated school district Section 504 Coordinator is Dr. David Leigh - telephone (908) 879-6404 x1477.

**Family Educational Rights and Privacy Act (FERPA)
Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that West Morris Regional High School District (WMRHSD), with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, WMRHSD may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the WMRHSD to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill showing your student’s role in drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.¹

If you do not want WMRHSD to disclose directory information from your child’s education records without your prior consent you must notify the West Morris Mendham Counseling Office in writing by September 9, 2011. WMRHSD has designated the following information as directory information: (Note: an LEA may, but does not have to, include all the information listed below.)

| | |
|-------------------------|-------------------------|
| Student’s name | Date and place of birth |
| Address | Major field of study |
| Telephone listing | Dates of attendance |
| Electronic mail address | Grade level |
| Photograph | |

Degrees, honors and awards received
 Weight and height of members of athletic teams
 The most recent educational agency or institution attended.

¹ *These laws are: Section 9528 of the ESEA (20 U.S.C. 7908) as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.*

MARKING PERIOD SCHEDULE

| | |
|--|------------|
| <u>First Marking Period</u> (September 7 – November 9) | |
| Marking Period Ends | November 9 |
| <u>Second Marking Period</u> (November 14 – January 27) | |
| Marking Period Ends | January 27 |
| <u>Third Marking Period</u> (January 30 – March 30) | |
| Marking Period Ends | March 30 |
| <u>Fourth Marking Period</u> (April 9 – June 12) | |
| Marking Period Ends | June 12 |
| FINAL EXAMS | June 13-20 |
| GRADUATION | June 20 |

| | |
|---|-------------------------------------|
| West Morris Mendham High School | (973) 543-2501 |
| Athletic Office | (973) 543-6476 |
| Counseling Office | (973) 543-2501 ext. 4420 or 4425 |
| Music Office | (973) 543-9613 |
| Trainer's Office | (973) 543-2501 ext. 4615 |
| School Resource Officer (J. Farry) | (973) 543-2501 ext. 5050 |
| Fax Number (Attendance) | (973) 543-2539 |
| Fax Number (Guidance) | (973) 543-6739 |
| Fax Number (Main Office) | (973) 543-6950 |
| West Morris Central High School | (908) 879-5212 |
| District Board Office | (908) 879-6404 |
| The Morris County Crisis Response Network Hotline | (973) 540-0100 |

COUNSELING SERVICES

The main purpose of the Counseling Department is to assist students in attaining their greatest potential both academically and personally. Counselors genuinely care about you; there is no problem too large or small to discuss. A counselor's primary concern is to give support and guidance in these most important years.

Counseling Office Hours

The Counseling Office will be open from 7:00 a.m. to 3:15 p.m. Monday through Friday during the school year. During the summer, the Counseling Office will be open from 7:30 a.m. to 3:00 p.m. Monday through Thursday and 7:30 a.m. to 11:30 a.m. on Friday.

Student Appointments

Whenever possible, appointments are to be made for a free period or during a non-core academic class. Students are always welcome to "drop" in to see a counselor and schedule an appointment.

Student/Counselor Assignments

Freshmen are assigned to a Freshman Counselor. The upper classmen are assigned alphabetically to a counselor and will remain with that counselor for the duration of their high school years.

Parent Teacher Conferences

Parent conferences may be planned if the student, teacher, school counselor and/or parent believe it to be beneficial. Please call the guidance counselor to make arrangements.

College Resource Center (CRC)

Located in the Counseling Office is our College Resource Center. A specialized resource consultant is available to meet with students and parents regarding college and career information. The CRC has an extensive library of resource materials on the following:

- Colleges
- Universities
- Financial Aid
- Armed Services
- Scholarships

Students may visit the CRC during their free time to use books, computer programs, video tapes and pamphlets.

Applying to Colleges

Juniors and their parents are scheduled from January-March to discuss their future plans. Students are encouraged to start their research and

to develop lists of prospective colleges. College visits can be a useful part of vacation plans between junior and senior years.

From September-November, college admissions personnel visit Mendham High School during lunch to speak with students.

All of the counselors are knowledgeable about the college admissions process. They have been through this experience many times and offer valuable advice to both students and parents. The counselors and seniors work closely at this time, meeting important deadlines and preparing college applications for processing. Students must be responsible for the variety of deadlines to be met. Therefore they should have all of their applications completed by the December vacation.

Staff Recommendations

During the course of the year, the faculty writes numerous college and employment recommendations. Students are asked to request the recommendations with ample time before the deadline and to supply a stamped, addressed envelope. If the conditions under which the original recommendations change, the staff reserves the right to send a follow-up letter.

The Scheduling Process

Student schedules are developed in the spring of each year at which time the faculty and staff conduct much counseling and planning with students. The process includes input from students, parents, teachers, counselors and administrators. Finally, the schedule each student selects is produced and the Board of Education builds its budget from the resulting program of studies.

Students are expected to honor their commitments and to attend and satisfactorily complete the courses in which they enroll during counseling conferences.

AFTER RECEIPT OF SCHEDULE changes will not be made for reasons of convenience. Only educationally sound changes will be considered according to the guidelines listed below.

Schedule changes will be considered for the following reasons only:

1. If there is a need to correct a clerical error in the schedule.
Examples might include a missing course, two or more courses in conflict or failure in a prerequisite course.
2. If there is a recommendation from the child study team.
3. If there is a recommendation from an administrator for disciplinary, attendance or instructional reasons.
4. If a student is repeating a course and is assigned the same teacher.
In exceptional cases, an appeal may be made to the Principal.

EXTRACURRICULAR ACTIVITIES

West Morris Mendham High School maintains a wide range of extracurricular activities for all students.

| | |
|--|------------------------------|
| Accounting Club/School Store | Mock Trial |
| American Politics | Music Club – (Bands) |
| Amnesty International | Music Club – (Choirs) |
| Anti-Bias (Friends/Buddies) | Music Club – (Orchestra) |
| Art Club | National Honor Society |
| Biology League | Newspaper - <u>Patriot</u> |
| Bowling Club | PALS |
| Cheerleading | Peer Leadership/Mediation |
| Chemistry League | Photography Club |
| Chess Club | Physics League |
| Drama Club | Relay for Life |
| Environmental Club | Robotics |
| Future Business Leaders | Science Olympiad |
| Future Educators of America/Peer Tutoring | Service Club |
| Gay/Straight Alliance | Ski Club |
| International Club | Sports Club/Varsity |
| Intramurals | Stage Band |
| Latin Club | Stagecraft Club |
| Lighting & Sound | Student Council |
| Literary Magazine - <u>Visions</u> | Students of Faith |
| Marching Band | World Language Honor Soc. |
| Math League | Yearbook - <u>Journeyman</u> |



Everyone is invited to participate in one or more of these activities. For information regarding these activities, watch the daily bulletin for announcements or speak to the advisor or the Coordinator of Student Activities for more specific information.

All activities will be under the direct leadership and supervision of a faculty advisor. No students are permitted in an unsupervised area at any time.

REGULATIONS FOR ACTIVITIES AND SPECIAL EVENTS

Philosophy

Activities should provide an opportunity for students to socialize with their classmates in a school setting. This activity should help to develop school spirit and pride while contributing to the growth and development of mature attitudes necessary in interpersonal relationships.

Scheduling

Activities are sponsored by classes, clubs, and other school organizations through the high school administration. Student officers or chairpersons of these organizations must present their plans in a request for authorization to the Coordinator of Student Activities and the Principal. Approval or denial will be decided within a week. The Coordinator of Student Activities and the Principal will work with the teacher advisors in setting up particular control procedures for the specific activity.

Basic Requirements

Activities will be restricted to students of West Morris Mendham High School. Students may be asked to show identification.

Chaperones approved by the Coordinator of Student Activities must be in attendance, along with the advisor and police officers. An administrator may be required for certain functions.

Controls

Students may be denied admission at the door.

Students may be asked to leave an activity by the chaperones. The admission cost may be returned.

The advisor and/or the administrator will be present at the door during the admission period.

Students may not re-enter once they have left.

In order for students to be eligible for extracurricular activities, they must be present in school for at least four instructional hours on the day of the activity.

Students may be checked for possession of alcohol while entering or during the activity.

Smoking (or the use of any tobacco products) is not allowed in the building or on campus

Formal or semi-formal attire regulations will be enforced.

Decorations and lighting will be controlled by the administrator.

Misconduct will incur punishments from reprimand to school suspension from all school activities.

Every measure will be taken to assure the safety, welfare and right to comfort and enjoyment for the majority of the students.

Because of increasing concern for the well-being of our students, the following regulations are in effect for all school-sponsored activities; this includes proms and all other off-campus events:

- A. As per Board of Education Policy 5131.6, no student is allowed to participate in any activity if he is suspected of being under the influence of drugs or alcohol. Students so identified will be confronted by a chaperon. If there is reasonable belief that the student is in fact "under the influence," the chaperon must call the parent(s) and require that they pick up the student. Police may be contacted.

The punishment for any offense of this nature will be:

- 1. Exclusion from all social/spectator activities.
 - 2. Any coach/advisor may take additional action as he/she sees fit as a result of inappropriate behavior at extracurricular events.
- B. Any student found with alcohol and/or drugs in his/her possession will be immediately turned over to the local police for appropriate action. Parents will be contacted. The school will prosecute the student as per state law under the New Jersey State Statutes:
 - 1. Possession of a controlled dangerous substance: (2C:21-20)
 - 2. Possession of alcohol by a minor: (2C:33-15)
 - 3. Possession of alcohol on school property: (2C:33-16)
 - C. Any form of misbehavior by a student (profanity, smoking, fighting, vandalism, theft or other inappropriate behavior) will be dealt with by immediate expulsion from the activity and probable referral to the assistant principal for further disciplinary action.

Our extracurricular activities are designed to bring pleasure and enjoyment to a wide segment of the student body. Any student

who infringes on the rights of others to have a pleasant and safe time will suffer the consequences of his action.

Assembly Rules

Since assembly programs are deemed to be of equal educational value as regular classes, students are expected to conduct themselves in the same manner as in the classroom, with all the courtesies and rules in effect. Students are required to assume an acceptable classroom posture and poise in assembly areas (auditorium).

"Pass only" assemblies are designated to maximize teacher discretion in the selection of students permitted to attend. The teacher may exercise the option of not attending with the entire class as previously scheduled class work preempts such attendance.

Activities and Athletics Code of Conduct can be found on Page 25.

INTERSCHOLASTIC ATHLETICS

The athletic director may be reached directly by dialing 973-543-6476. West Morris Mendham High School's interscholastic athletic teams are open to all students.

The teams and levels of competition sponsored by our school are:

| | <u>Varsity</u> | <u>J.V.</u> | <u>Frosh</u> |
|----------------------------|----------------|-------------|--------------|
| Baseball | X | X | X |
| Basketball - Boys | X | X | X |
| Basketball - Girls | X | X | X |
| Cross Country - Boys/Girls | X | | |
| Fencing | X | X | |
| Field Hockey | X | X | X |
| Football | X | X | X |
| Golf | X | | |
| Ice Hockey | X | X | |
| Lacrosse - Boys | X | X | X |
| Lacrosse - Girls | X | X | X |
| Soccer – Boys | X | X | X |
| Soccer – Girls | X | X | X |
| Softball | X | X | X |
| Swimming | X | | |
| Tennis – Boys | X | X | |
| Tennis Girls | X | X | |
| Track – Boys | X | | |
| Track – Girls | X | | |
| Volleyball – Girls | X | X | X |
| Winter Track | X | | |
| Wrestling | X | X | |

ACTIVITIES AND ATHLETICS PROGRAMS

CODE OF CONDUCT

Involvement in any aspect of West Morris Mendham activities or athletic programs provides many opportunities for growth and development. As a school community, we strive to offer a wide variety of programs so that we might encourage maximum student participation. Viable programs foster engagement, the involvement of individual talent and the social dimension of team building and teamwork in clubs or on teams. Hopefully, these opportunities lead not only to the development of individual capabilities and potential but also allow for enjoyment and the development of a sense of pride in our school community.

To accomplish all the positive dimensions of our activities and athletic programs, all who are involved must understand two extremely important cogent principles-

First – Participation in any activity club or on any athletic team is a privilege granted by West Morris Regional High School District Board of Education.

Second – Along with the privileges and benefits of any involvement, certain responsibilities must be accepted and acted upon throughout each school year.

Eligibility for participation in any activity club or athletic team requires responsible behavior consistent with good citizenship both in the school and the community throughout the school year. The engaged, involved student:

- Must recognize that the primary reason for attending school is to become a responsible, educated citizen.
- Must strive to set a positive personal example at all times.
- Must realize that the use of alcohol, any steroid or any mind-altering or mood-altering substance is not consistent with responsible personal behavior.
- Must adhere to all school and community rules.
- Must strive to reach the limits of individual talent or athletic ability.

Given these fundamental principles, I agree to abide by the following rules throughout the school year:

- I will not use any tobacco, steroid, alcohol or other mind-altering or mood-altering substances. If any violation occurs relating to such usage the mandatory requirements of the West Morris Regional High School District Tobacco Use Policy #5131.4 and the Substance Abuse Policy #5131.6 will be implemented.
- I will conduct myself within the community in a manner which will bring credit to my activity, sport and school.

Any violation of the above rules is cumulative throughout a student's four year career, and will lead to the following penalties:

A **First Violation** of the above rules will result in a minimum of a one-week suspension from any activity when it is offered or any athletic team during its current and/or subsequent season(s). During a particular athletic season, this one-week suspension will not be for more than a two-game suspension from a team.

A **Second Violation** of the above rules throughout a student's four year career may result in a minimum of a two week (14 day) suspension from any activity when it is offered or any athletic team during its current and/or subsequent season(s). **Exception: If a second violation occurs within the same school year as the first violation, then the student will receive a twenty-one (21) day suspension from all activity(s) and/or athletic team(s), based upon the severity of the incident. Additionally, for any egregious offense, a student may be subject to the complete removal from all activity(s) and/or athletic team(s).**

A **Third Violation** of the above rules throughout a student's four year career may result in a thirty (30) day suspension from all athletics and activities, or may result in a complete denial of the privilege to participate in any activity club(s) or any athletic team(s).

Reporting – It is understood and agreed by all advisors and coaches that a student violation reported by a West Morris Mendham faculty member, administrator, district administrator or law enforcement office will be accepted and acted upon as appropriate for the particular offense.

Appeal – Every accused activity-engaged or athletically-engaged student has the right to be informed directly of the accusation, the right to offer an explanation, and the right to appeal the decision to the next higher authority.

School Attendance

Students must be in attendance no later than the beginning of the school's lunch period in order to be eligible for participation in a practice or scheduled event on that day. A student may arrive late and participate on that day if **prior approval** is given by an administrator.

Any unusual circumstance(s) must be explained to an administrator and **prior approval** must be given by the administrator before participation can occur.

INTERSCHOLASTIC ATHLETIC POLICIES

The Department of Athletics at West Morris Mendham High School has adopted the following policies. All athletes are expected to uphold a high standard of striving for excellence in athletics.

1. Students must meet and maintain the eligibility requirements set forth by the N.J.S.I.A.A. and N.J.A.C. Academic eligibility requires that students pass a minimum of 27.5 credits at the end of each school year to be eligible the following year. To be eligible in the spring an athlete must pass 13.75 credits.

Beginning with the class of 2014:

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

To be eligible for athletic competition during the second semester (February 1 to June 30) of the 9th grade or higher, a pupil must have passed the equivalent of 12½% of the credits (15) required by New Jersey for graduation (120) at the close of the preceding semester (January 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

2. Athletes may only change sports within a given season if released from one coach to the other coach, with notification by the coaches to the coordinator of athletics, providing that neither team has entered into competition for that particular season. A review by the school nurse or medical examiner may be necessary or a second physical required.
3. The N.J.S.I.A.A. (our state athletic association) has instituted mandatory drug testing for high school athletes. **The test will be administered to athletes involved in N.J.S.I.A.A. sponsored state championship play-off games.**
4. In addition, it is understood that athletes are subject to general school policies with regard to tobacco, alcohol and drugs.

5. Anyone who is disciplined by the administration for being truant, for cutting of classes or poor citizenship may be removed from that team.
6. In order for students to be eligible for extracurricular activities, they must have legally entered school by 9:45 a.m. Students present at the start of the day may not sign out before 12:30 pm.
7. The law requires that all athletes must have a complete medical exam prior to the start of practice. Even if a student gets a physical exam from their own doctor, students still must be cleared by the school doctor before practicing;
8. The Responsibilities of Sportsmanship

The Player

- Treats opponents with respect.
- Plays hard, but plays within the rules.
- Exercises self-control at all times, setting the example for others to follow.
- Respects officials and accepts their decisions without gesture or argument.
- Wins without boasting, loses without excuses, and never quits.
- Always remembers that it is a privilege to represent the school and community.

The Spectator

- Attempts to understand and be informed of the playing rules.
- Appreciates a good play no matter who makes it.
- Cooperates with and responds enthusiastically to cheerleaders.
- Shows compassion for an injured player; applauds positive performance; does not heckle, jeer or distract players; and avoids use of profane and obnoxious language and behavior.
- Respects the judgments and strategy of the coach, and does not criticize players or coaches for loss of a game.
- Respects property of others and authority of those who administer the competition.
- Censures those whose behavior is unbecoming.

Athletic Awards

Athletic awards are given at the end of each season in accordance with guidelines set forth by the head coach and the Director of Athletics.

Freshman - will receive a certificate and award in one sport. A separate certificate is issued for each freshman level sport thereafter.

Junior Varsity - a J.V. certificate and letter are awarded for successful completion of such participation in one sport. A certificate is awarded for each subsequent J.V. sport thereafter.

Varsity - a varsity certificate and letter are awarded for successful completion of varsity competition in one sport (regardless of grade level). A varsity pin is awarded with the certificate in the sport. Subsequent varsity competition will earn the athlete different sport pins or gold bars as appropriate for the certificate. Each senior will receive a plaque from the Minuteman Sports Club.

PHYSICAL EDUCATION PROCEDURES

West Morris Board of Education Policy 5127.0 states that to meet graduation requirements, Health and Physical Education must be satisfactorily completed for every year in school.

Grading

Physical Education is a Pass/Fail course. Students will participate in three marking periods of Physical Education activities. Each day the student will be given a numerical point value ranging from 0-3. In order to pass for the marking period, the student must have an average of 2 points. Each marking period consists of two 4-week units. Both units must be passed in order to receive a passing grade on the report card for the marking period. In order to receive a passing grade for the year, all six activity units must average out to a 2.0 or better.

Grading Key (Passing Grade = 2.0 points)

- 3 – Full Dress (Participation to the **best** of that student’s ability in judgment of the teacher)
- 2 – Full Dress (Participation on an **average** level for that student in judgment of the teacher)
- 1 – Full Dress (**Very little** participation in class activity in the judgment of the teacher)

0 – Full Dress (**no participation** or **disruptive behavior** in the judgment of the teacher)

Unprepars (Any which exceed the one permitted within the given activity unit)

Physical Education Attendance

Regular attendance is essential to the continuity of the program. Each student is permitted one (1) “unprepared” per unit, however **it must be made up** within a week from which it was taken. Any other unprepars within the unit will result in a failure for that activity unit and a zero will be averaged in. Students are expected to continue to participate in order to maintain their overall Physical Education average. During any given activity unit a student is permitted two (2) absences. Any other absences must be made up within one week from the date of the absence.

Physical Education Make-up

Any student that is assigned a Physical Education make-up by a teacher must attend the make-up session. All absences that exceed two and the first unprepared **must** be made up. All make-ups must be completed within a week from the date the absence occurred or unprepared was taken. All make-ups will be arranged by the Physical Education teacher.

If a class is to be made up during a study hall period, the student must get permission from their study hall teacher before reporting to the gymnasium. A Physical Education class can only be made up during a period of the same grade level.

Excuses From Physical Education

Legitimate medical excuses from a physician will exempt a student from participation in Physical Education for the designated period of time. The note must be presented within the unit it is being applied. If the doctor cannot specify the length of the excuse, then the next appointment date should be stated. If further excuses are considered necessary, the student will present a new excuse. The student involved must present the medical excuse to the PE teacher who will then direct the student with the note to the nurse for documentation. It is the student’s responsibility to return to Physical Education class when the medical note has ended. A doctor’s medical excuse that lasts for more

than three-quarters of a unit will be indicated as a “ME” on the report card. Medical excuses will not be used in computing a final grade for a student. If a student receives a final grade of “ME” for the year, no credit will be granted.

Option Two is a program that provides students the opportunity to receive graduation credit in physical education through an alternative activity that meets or exceeds the district’s physical education requirement. It must also equal or exceed the New Jersey Content Standards in Physical Education. Applications for Option Two may be picked up at the start of the school year in the Main Office and must be completed by October 1. Freshmen are not eligible for this program.

Physical Education Exemption Policy. Students in Grades 11 and 12 who have exceeded the state required instructional time in Physical Education, and do not have a Study Hall in their schedules may elect to exempt one marking period of Physical Education per year without loss of graduation credit. All students will be required to attend the quarterly health education program, which is scheduled by marking period.

Student valuables must be locked-up while participating in physical education or athletics. This is the responsibility of the student. Students may obtain locks on their own.

Driver's Education

Students who pass the course but fail the test will get the appropriate grade on their report cards. They will have one other opportunity to retake the test in school. If they need other opportunities to pass the test, they will have to do so at the motor vehicle agency.

A letter will be sent to parents of students who fail the driver's education test but pass the course. They will be informed that the school will not provide a letter to insurance companies for the premium reduction. WMM will provide a letter to insurance companies **ONLY** if the student passes the test.

It is possible for a student to pass the course but not the state driver's education test. Conversely, it is possible as well for a student to pass the state driver's education test but not the course. In this case, the student will have to retake the course to satisfy the graduation requirement.

ATTENDANCE POLICY

ABSENCES AND EXCUSES

In order for the board of education to fulfill its responsibility for providing a thorough and efficient education for each student, the complete cooperation of parents and students is required to maintain a high level of school attendance.

Regular attendance at school is an indicator of responsible student behavior. Prolonged or repeated absences from school or from class deprive the student of the classroom activities deemed essential to learning and may result in failure to meet academic requirements and loss of credit toward the high school diploma. Any student who is absent from any given class more than thirteen times will be subject to administrative review and/or committee review. An intervention program, intended to improve attendance, will be implemented for students who accumulate more than thirteen absences. This program may include disciplinary action or removal from class and loss of credit.

A. Daily Notification by Parents/Guardians

Parents are responsible for notifying the school early in the day when a student will be absent and for informing the school of the reason for the absence. Such notification is necessary to ensure the safety of students; it does not replace or limit the responsibility of parents to maintain records and documentation of absences in the event that such becomes necessary for an administrative or committee review.

B. Notification by School Personnel

With the exception of long term illnesses requiring home instruction, all absences will accumulate, regardless of their nature. After seven, a school official will notify the parent in writing.

C. Administrative Review of Absences After Seven Cumulative Absences

If, after notification of seven absences, the parent believes that certain absences qualify as excused, s/he may schedule an appointment with the principal (or designee) to provide documentation of same. The principal may reduce the cumulative absences for the following reasons only based on this documentation.

1. Subpoenaed or court ordered attendance
2. Death in the immediate family
3. Religious observance of a day recognized by the commissioner of education
4. Quarantine

Cases which indicate the need for educational intervention may be referred at this time to the review committee or other appropriate school personnel.

After Thirteen Cumulative Absences - (Seven for Semester Courses)

This same procedure will be repeated after thirteen absences from any given class (seven for semester courses). At this time, the principal may also consider and excuse absences due to illnesses when such illnesses are (1) documented as necessary by a family physician, (2) validated by the school physician, and (3) the cause of more than half of the thirteen absences (seven or more). Cases in which the thirteen absences remain unexcused will be referred to the review committee which will hold a hearing with the student and the parent/guardian to determine the appropriate response.

E. Review Committee

A review committee will be appointed by the principal and consist of representative staff, including pupil service personnel and classroom teachers. The purpose of the committee is to conduct hearings with students and their parents when absences accumulate to more than 13 in any given year. (Three for quarter courses such as Health). After the committee considers the reasons for excessive absences, they will recommend to the principal whether or not to grant additional excusal to any given absence(s).

When the review committee recommends such excusals, they shall consider the nature and causes of all absences. Documentation of the nature and causes of these absences shall be the responsibility of the student and parent.

This committee shall recommend appropriate modification to the program of any student who does not qualify for excusals. In doing so, the committee shall consider the rights of students with educational disabilities and the responsibility of the school to provide an appropriate educational experience for students.

F. Modification to Program Due to Excessive Absenteeism

Students who regularly and intentionally absent themselves from class(s) for inappropriate reasons and fail to demonstrate academic achievement and/or effort in any given course may lose the privilege to complete a course. Removal for this reason shall result in a grade of withdrawn failing. The withdrawn/failure option will be applied only when failure for the course is imminent based on teacher report of student progress.

In situations where academic achievement are proven, but unexcused absences exceed 13, the review committee may require alternative efforts from students to correct excessive absenteeism. Possible responses may include alternative class sessions/ assignments, school or community service; in-school suspension; or attendance during off-school hours, including Saturdays, for counseling/tutoring. Failure of the student to successfully complete the corrective plan will result in removal from the class and/or a failing grade for the course(s).

G. School Authorized Trips and Activities

Missed class(es) due to school sponsored trips and activities are not considered as absences for purposes of this policy. Students who miss class under these circumstances are responsible for making up work and for informing teachers of the reason for missing class.

H. Missed Time

Except for school authorized trips and activities, missing more than 15 minutes of a class period counts as an absence from class.

I. Truancy/Cutting of Class

The same procedures will apply to students who accumulate three or more absences due to truancy and/or individual class cuts. All students who illegally absent themselves from three classes will be granted a hearing before the review committee which may recommend the sanction of withdrawn failing or other appropriate responses.

The board will report to appropriate authorities infractions of the law regarding the attendance of students below the age of 16. Repeated infractions by enrolled students over the age of 16 may result in suspension or expulsion.

It is the policy of the board to consider the effectiveness and appropriateness of the educational program for those students who habitually and repeatedly absent themselves from their assigned classes and to refer such cases to the child study team for review.

Students who are truant or cut a class lose the privilege of making up tests or other class work given on the day of the illegal absence.

Policy Revised: September 13, 1999

ATTENDANCE PROCEDURES

Parents of students who are absent for illness or any of the above reasons should phone the attendance office by 9:00 a.m. the day of the absence. In addition, the student upon his/her return to school should bring in an absence note. It is the parents' responsibility to see that a student meets the legal attendance requirements. Generally, it is true that good attendance goes hand-in-hand with good academic achievement.

Students must be in attendance at least four instructional hours in order to participate in school sponsored activities.

Students arriving to school after 8:00 a.m. will be marked absent for the 1st period.

College visitations must be verified on college letterhead stationary. Absences due to college visitations will count towards the total number of absences allowed.

Adult students, 18 years of age or older, must still get parental permission as related to school matters, unless they are legally emancipated.

Tardiness to School:

Students are expected to be in school on time. Students who are late to school must report to the attendance office to sign in. Failure to do so may result in disciplinary action. A record of tardiness will be maintained on a marking period basis, and action will be taken as described below:

- | | |
|-------------------|--|
| 1st – 3rd offense | - Reprimand |
| 4th - 5th offense | - Administrative detention |
| 6th –7th offense | - Saturday detention with parental contact. |
| 8th – 9th offense | - In-school suspension on assigned date. No participation in after-school activities will be permitted. |

In addition, seniors with chronic tardiness problems may lose their parking privileges.

Procedure for Early Dismissal

- Signed note from parent/guardian must be submitted to the office at the beginning of the school day with the reason for the dismissal given.
- The note must include parent/guardian telephone number for verification.
- The student must fill out an Early Dismissal card.
- The student must sign out at the attendance office at time of dismissal.
- Failure to produce a note will mean that the student will not be excused early unless a parent/guardian comes into the office to sign out the student in person provided there is a valid reason for the dismissal.
- Any student who leaves school without following this process may face disciplinary action.
- If a student fails to comply with the above, the student will be considered truant.

Names of students excused early will appear on the daily absentee list.
At dismissal time, the student must sign out in the attendance office.

Class Attendance: Students must attend all classes unless excused by the administration or teacher of the class to which an individual is assigned. No teacher may excuse a student from another teacher's class. Students are not to be in the Counseling Office unless excused by the classroom teacher.

At times some students claim to be legally absent from school but come into the building to get books and assignments, visit a friend, work in the library on a term paper, etc. If you are in the building, you are to attend all scheduled classes and study halls unless excused by the administration.

RELEASED TIME PROGRAM

LATE ENTRY

Juniors and seniors who are scheduled for a study hall during periods 1, 2, 3 or 4 when that study hall is the first session of the day may report to school by 8:25 a.m.

EARLY DISMISSAL

Juniors and seniors who are scheduled for a study hall during periods 5, 6, 7 or 8 when that study hall is the last session of the day may sign out of school. Students must report to their study hall supervisor and sign out before leaving campus. Before leaving campus, students must report daily to their designated attendance area for sign-out. Once you have signed out, you may not return to campus during regular school hours. If you fail to abide by the rules of this program, we will be forced to withdraw this privilege.

STUDY/ACTIVITY TIME

Students are required to report to the cafeteria for attendance at the beginning of the day before 8:25 a.m. Following attendance, students may sign out to the library, lobby (grades 11 and 12) or counseling areas. Ninth and tenth grade students are allowed to sign out to the library. Movement outside these areas requires a written pass.

Cafeteria/Study:

- students are responsible for cleaning their tables and the adjacent floor area
- there is to be no sitting on the tables or on the floor
- no food, trays, cans, plates or utensils are to be taken out of the cafeteria
- no card/game playing
- 9th graders will be assigned seats

Library/Resource Centers:

- a quiet atmosphere is maintained to permit serious study
- plan to go to the library to use library materials
- students who use the library for reasons other than this will be asked to leave
- extra help is available from teachers on department duty

Lobby:

- discussion groups with talk at a low conversational level
- read, study and prepare homework
- students may not sit on the tables or on the floor

Failure to abide by the rules or to maintain appropriate behavior in the aforementioned areas may result in disciplinary action.

STUDENT BEHAVIOR

The administration and faculty are striving to maintain conditions conducive to mutual respect for student and teacher alike to further the development of self-discipline on the part of the students. Students are expected to take responsibility for their own behavior. Rules and regulations have been developed so that all students have a fair chance of getting the best education they possibly can. The rules apply not only to classroom activities but also to school functions, field trips, athletic events, etc. Understanding and following the guidelines outlined in this handbook will help make a student's stay at Mendham High School an educationally profitable experience. (Board of Education Policy #5131, pending approval August 2009)

TYPES OF BEHAVIORAL CONSEQUENCES

COURT ACTION

Children under 16 years are required to attend school (N.J.S.A. 18A:38-25). Students under 16 years of age who are consistently truant will be referred for court action. Court action will be instituted for other violations such as trespassing, assault, inducing a person(s) to use narcotic drug(s), smoking, malicious destruction or damage to property, carrying concealed weapons, and any other violation of New Jersey Statutes.

DETENTION

Administrative Assigned Detention – A detention held in a school-wide specified detention area. Students may be assigned this detention by an administrator or attendance personnel. This is a quiet area in which students are expected to do school work. Detention is from 2:45 p.m. until 3:30 p.m. on Tuesdays, Wednesdays and Thursdays.

Teacher Assigned Detention – A detention held in the classroom of the teacher assigning detention. When detention is assigned, the date and time the detention is to be served will be specified. A missed teacher-assigned detention will result in administrative detention.

Missing Detention

- 1st missed detention will be rescheduled
- 2nd missed detention Saturday detention scheduled
- 3rd or more missed = in-school suspension

Saturday Detention

Students assigned Saturday detention must report to a specified area no later than 8:00 a.m. on the specified date. The detention will run from 8:00–11:00 a.m. Students are to bring school work or a book to read. Students who arrive late or come unprepared to Saturday Detention will be asked to leave. Students who fail to report to or are asked to leave Saturday detention will be suspended.

REMOVAL FROM A CLASS

Students who are habitual discipline problems in class will be dropped from the class and assigned to a study hall after administrative review.

SUSPENSION

Students may not participate in school activities, or be on school grounds, (out-of-school suspension) on the day(s) of their suspension. The infractions contained in this document which lead to suspension are within the law (N.J.S.A. 18A:37-2). If a suspension continues from a Friday to the following Monday, the student may not participate in any school activities over that weekend.

In-School Suspension: Students assigned in-school suspension must report to a specified area on the indicated day. Students are there for the entire day and are expected to complete assignments provided by teachers. A zero will be given for that day's class work if it is not completed. Parents are telephoned and sent a letter, informing them that an in-school suspension has been assigned. In some instances, a parent conference is requested. Chronic in-school suspensions will result in out-of-school suspensions with a mandatory conference. Inappropriate behavior in In-school suspension will result in out-of-school suspension.

Out-Of-School Suspension: Serious violations of the Student Behavior Policy will result in out-of-school suspension. Depending upon the infraction, the suspension may be from one to ten days. Parents are telephoned and sent a letter informing them of this action. In all cases, a parent-student conference with an administrator is required. Excessive suspensions will result in a loss of student privileges, including parking for seniors.

INFRACTIONS

Students in chronic violation of the behavioral policy will have their activities privileges revoked, i.e. dances, games, evening events.

CELL PHONES/PERSONAL LISTENING DEVICES

Cell phones and personal listening devices are forbidden to be used in class and must be turned off. Phones are not to be used in the hallways during the change of classes. Phones may be used outside the school building at lunch, during study period or before or after school. Students violating this policy will have their cell phones confiscated.

CUTTING CLASS

Cutting is defined as being absent from your assigned class or area without authorized permission.

1st offense – Detention issued/parents notified

2nd offense – Saturday detention

3rd offense – In-school suspension

Every cut thereafter will result in suspension. Three cuts in the same class will result in removal of the student from the class. A truancy will be considered a cut in all classes.

DESTRUCTION OF SCHOOL PROPERTY/VANDALISM/ GRAFFITI

Disciplinary action will be taken against students who destroy school property. In addition, parents will be held liable for the damages (N.J.S.A. 8A:37-3.)

DISRUPTIVE CONDUCT

Disruptive conduct in the classroom, halls, any place in the building, or on school grounds will not be tolerated. Students displaying such behavior will be referred to the appropriate grade level administrator for disciplinary action.

DRESS CODE

The purpose of dress standards shall be to encourage students to be neat, clean and provide an acceptable appearance that will be a credit to the individual, parent, and school. Clothing that creates a needless distraction from the educational environment will not be permitted. The administration accepts the responsibility for making decisions related to acceptable dress. T-shirts with lewd or inappropriate messages for the school setting are considered unacceptable.

DRIVING/PARKING REGULATIONS

Students must apply for permission to park on the school grounds. Parking permits will only be issued after a parent and the student attend a mandatory driver safety program sponsored by the school prior to the start of classes. Only seniors may park on campus or in the church lot. When permission is granted, you will be given a parking permit and very specific directions for use of your car on school grounds. Students are not permitted to be in the parking area or in vehicles during the school day. If you have an emergency, see an administrator for permission to go to your car.



Parking privileges may be revoked for disciplinary reasons. The student acknowledges that parking in the school lot is a privilege and subject to Search and Seizure regulations.

Space available for senior parking on campus is limited. The following regulations apply and will be strictly enforced:

1. Senior parking is available only in designated areas during the school day.
2. All senior cars parked on campus must be registered with the main office and a student parking tag must be prominently displayed.
3. Only seniors may register their cars and park on campus in assigned parking spaces during the school day. Parking permits are not transferable and are valid only for the student to which it is issued. Underclassmen that attempt to park are subject to disciplinary action that will include suspension of parking privileges during their senior year, suspension from school, ticketing and/or towing of the vehicle.
4. No senior may park in any staff designated area during the school day.
5. Seniors may not park in the area marked for church parking.

Any students violating these regulations may lose their parking privileges for the year, have their car subject to ticketing and towing, and be subject to disciplinary action. While the school has no authority or responsibility for student cars parked on the public streets around school, students are reminded not to block access to mailboxes or driveways and to follow posted parking regulations.

FALSE PUBLIC ALARM

Any student causing a false public alarm (i.e., bomb threats, pulling fire alarm) will be suspended and formal charges will be filed with the authorities.

FIGHTING

Any student involved in fighting will be suspended. Where evidence shows that a student has attempted to defend himself, administrative discretion will be exercised. Students will be suspended 1 – 3 days for a 1st offense and 4 – 6 days for a repeat offense.

FORGERY

Students found forging passes, notes, letters, etc., will be assigned a Saturday detention/suspension.

GAMBLING/CARD PLAYING

Gambling is not permitted on school property or while attending school-sponsored events or activities. This includes card playing, rolling dice or any other activity construed by the school administration as gambling. Violators will be subject to suspension and possible legal action.

HARASSMENT/INTIMIDATION/BULLYING/HAZING

As per policy 5131.1, it is expected that all employees, volunteers, parents and students treat one another in a manner that conveys and demonstrates respect, civility and consideration regardless of race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic. Acts of harassment, intimidation, bullying or hazing will be reported and investigated and appropriate disciplinary and remedial measures will be taken to ensure that the environment is safe for all individuals.

INAPPROPRIATE LANGUAGE/PROFANITY

Any student using language or gestures, which are obscene or improper, will be referred to the appropriate grade level administrator for appropriate action. Any profanities directed at a staff member will result in suspension.

INSUBORDINATION

Students who fail to cooperate with staff members and are defiant will be referred to the appropriate administrator. Detention or possible suspension will be assigned.

LEAVING SCHOOL GROUNDS

Any student who leaves school grounds during school hours without administrative permission will receive Saturday detention/suspension. Repeated infractions will result in the loss of parking privileges.

SEXUAL HARASSMENT

The West Morris Regional Board of Education recognizes that sexual harassment is a form of sexual discrimination prohibited by federal and state law. The Board wishes to provide a learning and working environment where all employees and students may be free from sexual harassment in any form and where the offending employees and students are subjected to appropriate disciplinary procedures. (See Board of Education Policy #4150.1).

SMOKING/TOBACCO USE

Board of Education policy, effective September 1, 1994, established West Morris Mendham High School as a smoke free campus. Smoking is not permitted in school buildings or on school grounds at any time. Therefore the following regulations will be enforced:

Students will not be permitted to have in their possession any tobacco products during school hours. Furthermore, use of tobacco products is prohibited in school buildings and on school grounds at any time. Infractions of this policy and/or regulations will result in the following penalties.

Possession of cigarettes or tobacco products during the school day will result in confiscation and disposal of the item and assignment of detention/suspension. Use of cigarettes or tobacco products at any time in school buildings, on school grounds or while attending any school sponsored activity will result in confiscation and disposal of the item and ...

- 1st offense - Saturday detention
- 2nd offense - In-school suspension
- 3rd offense - Out-of school suspension

Any additional infractions will result in further disciplinary action and may include required participation in on-site sessions with the student assistance counselor or prosecution.

SUBSTANCE ABUSE

As per Board of Education Policy 5131.6, any students found with drugs and/or alcohol in his/her possession will be arrested and suspended from school. Parents will be contacted and the school will

prosecute the student as a violator of state law under the New Jersey State Statutes:

- Possession of a controlled dangerous substance - Statute 2C:35-1.
- Possession of alcohol by a minor - Statute 2C:33-15.
- Possession of alcohol on school property - Statute 2C:33-16.

If a student is suspected to be under the influence of drugs or alcohol in school, the student's parent or guardian will be contacted and the student will be required to have a drug test taken immediately. Police may be contacted. If a parent or guardian cannot be contacted, a school official will take the student for the drug test (as per board policy). In addition, the canine unit may be brought in to the school environment in cooperation with the Morris County Prosecutor's office.

TARDINESS TO CLASS

A student who is late to class (including study hall) because of being detained by a teacher must obtain a note from that teacher. A student who is late due to his/her own fault will be admitted to class as tardy. Tardiness will be dealt with on an individual basis by the classroom teacher. Excessive tardiness to class should be brought to the attention of the appropriate administrator for further action. See guidelines regarding "Tardiness to School."

THEFT

A student who has taken property that is not rightfully his/hers will be suspended from school and formal charges will be filed with the authorities when appropriate.

THREATS/THREATENING ANOTHER WITH BODILY HARM

If the administration deems a threat to be of a serious nature, the student(s) will be removed from the school environment. Threatening another with bodily harm, intimidation of students, school personnel, etc., will result in disciplinary action and criminal charges may be filed. A psychiatric examination may also be required.

TRUANCY

Students who are illegally absent from school without parental consent or knowledge will be considered truant. Habitual truancy will result in possible legal action and further disciplinary action. Students who are truant or cut a class lose the privilege of making up tests or other class work given on the day of the absence.

VIOLENCE/WEAPONS

The laws of New Jersey require school personnel to maintain order, discipline and safety in the schools. Thus, school officials have the right to prevent disorderly conduct, and students are required to submit to the school's authority. Under N.J.S.A. 18A:37-2, students are liable for punishment and for suspension or expulsion for physical assault upon another pupil. In addition, under N.J.S.A. 18A:37-2.1, school officials are required to suspend student for assaulting teachers, administrators or board members, and under N.J.S.A. 18A:6-1, have specific power to seize weapons or other dangerous items and quell school disturbances. Students who cause substantial damage to school property are also subject to suspension or expulsion, and their parents or guardians may be held liable for damages in a court of competent jurisdiction under N.J.S.A. 18A:37-3. Certain acts may also expose the student and/or parents to criminal charges or civil liability.

Any pupil who is convicted or found to be delinquent for the following offenses shall be immediately removed from the school's regular education program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the district board of education to remove the pupil:

- Possessing a firearm on any school property, on a school bus, or at a school-sponsored function.
- Committing a crime while possessing a firearm.
- Any pupil who assaults a pupil, teacher, administrator, board member, or other school district employee with a weapon other than a firearm on school property, on a school bus, or at a school-sponsored function must be immediately removed from the school's regular education program and placed in an alternative education program, pending a hearing before the district board of education.
- The chief school administrator determines whether the pupil is prepared to return to the regular education program or whether the pupil remains in the alternative education program or other educational placement.
- Look-alike guns and paint ball guns may qualify for the implementation of the Safe School Initiative. However, possession and/or use may result in a school suspension.

GENERAL RULES PERTAINING TO THE OPERATION OF SCHOOL

AFTER SCHOOL ACTIVITIES: Students must be under the direct supervision of a teacher or be attending a school-sanctioned activity. School rules are still in effect during these activities.

BUSING

Discipline on School Bus: Below are the two state laws that deal with discipline and/or smoking on buses.

18A:25.2 - Discipline on the School Bus

The driver shall be in full charge of the school bus at all times and shall be responsible for order; he/she shall never exclude a pupil from the bus but, if unable to manage any pupil, shall report the unmanageable pupil to the principal of the school he attends.

A pupil may be excluded from the bus for disciplinary reasons by the principal. The student's parent shall provide for his/her transportation to and from school during the period of exclusion.

2C:33-13 - Smoking on the Bus

Any person who smokes or carries a lighted cigar, cigarette, or tobacco in any form in a bus is a disorderly person and shall be punished by a fine of not more than \$200.00.

School rules pertaining to drugs and alcohol apply to the school bus. Our administrative regulation reads as follows:

1. First infraction - One week (5 days) suspension from the bus to and from school. The parents will be sent a letter by a building administrator informing them of the action taken and stating that the transportation during this interim period of time will be the responsibility of the parents.
2. Second infraction - Three weeks (15 days) suspension from the bus to and from school. Letter to parents as per item #1.
3. Third infraction - Permanent removal from the school bus to and from school for the remainder of the school year. A letter will be sent to parents advising them of this action.

Afternoon Bus Changes - P.M. bus changes will be considered providing there is a note from the parent, space is available, and for the following reasons:

- a) Employment after school
- b) An emergency family situation
- c) Class assignments

The P.M. bus Stop Change Form is completed and approved by the transportation coordinator in the Counseling Office. Our intention is to provide healthy and safe transportation for you. We would greatly appreciate your support in this endeavor.

LEAVING ITEMS FOR STUDENTS

Arrangements must be made between the parent and student for dropping off items at the school. The main office will not deliver student items. Students will not be called to the main office.

LOCKERS

Each student will be assigned a locker. If you have a problem with your locker, please report it to the general office so we can have it repaired.

- Use your locker quietly so as not to disrupt classes
- Do not kick or write on the lockers
- Lockers may be accessed before and after school, during passing time and during the lunch period.
- Periodically clean out your locker

Lockers are the property of the West Morris Regional High School District Board of Education. You may not use them as a depository for any substance or object which is prohibited by law or Board Policy, or which constitutes a threat to the health, safety or welfare of any or all of the occupants of the high school. The school administration retains the right to inspect (any/all) lockers whenever there is reason to believe the locker is not being used properly.

Students may only use the locker that has been assigned to them.

Keep your lockers locked!

LOST AND FOUND

This is located in a bin in the student cafeteria (valuable items will be kept in the main office). All school-owned books are returned to the various department offices.

LUNCH PERIOD

The lunch system incorporated into the schedule allows students additional freedoms in lunch choice, eating areas, time and eating

locations. The only lunch period is placed in the middle of the day. The philosophy behind this is based upon an involved student body and a learning community that is enhanced by the flexibility that one lunch provides.

Eating Areas

As of now, there are several areas that students may use. These areas are:

1. Cafeteria
2. Picnic tables on the portico (underneath the library)
3. Lobby and atrium
4. Auxiliary gym - there will be tables set up for students
5. Hallways - Some students may elect to eat in the hallways. These areas are limited to the tiled floors on the main level
6. Classrooms - Students may eat in classrooms ONLY if a teacher is present. Some staff members may keep their rooms open for extra help or for club and activity meetings.

Eating is **NOT PERMITTED** in the following areas:

**All Science Rooms – Auditorium – Field House – Library
Library Computer Rooms – Main Gym – Upper Level Hallways**

Any outside area not specifically listed as an eating area.

SCHOOL STORE

The school store will be open during the lunch period. The school store operates from the cafeteria.

SEARCH AND SEIZURE

School authorities are charged with the responsibility of guarding the safety and well-being of the students in their care. In the discharge of that responsibility, the principal directs its administrators to investigate the presence of a substance or object, the possession of which is illegal, or poses a hazard to the safety and good order of the school, whenever there is cause to suspect the presence of such substance or object.

SECURITY CAMERAS

Security cameras are in use in areas both inside and outside the building.

STUDENT PUBLICATIONS

Students must request permission to post their work on school property. The school has the right and will limit distribution of publications on

school property. The school will designate the area for posting publications. Any publication not sponsored by the school is limited to these restrictions. Students may not use school materials or equipment for these purposes.

VISITORS POLICY

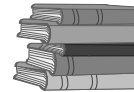
Students are not permitted to bring a friend or relative to school. Anyone in the building without proper authorization shall be considered a trespasser and appropriate action will be taken. Adult visitors on school-related business must register at the reception desk.

WORKING PAPERS

All persons under 18 years old seeking paid employment in New Jersey are required by state labor laws to have working papers. Forms and information can be obtained in the Counseling Office. The school doctor will do physical exams for students who need working papers.

MENDHAM HIGH SCHOOL LIBRARY

The school library is open every day from 7:00 a.m. to 2:45 p.m. Additional hours will be posted in the fall.



A library staff member is always present to help you find what you need. Orientation to the library, its procedures, resources on the school-wide network and Internet subscription services is given to freshmen during the first few weeks of school. Additional instruction relevant to particular assignments is provided individually and to classes throughout the year.

No library card is needed to check out materials from the library. All students are added to our automatic circulation system at the beginning of the school year. Just provide your name at the circulation desk and materials can be checked out to you.

The Library Resource Center has a wealth of materials available for your use. In addition to books and reference materials, there are audio CDs, sound recordings, videotapes and DVDs, microfilm and fiche, the Internet, daily and weekly newspapers and magazines. Our photocopier and microfilm/fiche printers make copies at the cost of .10 per page.

The following information about circulating materials may be helpful to know:

- All materials which leave the library must be signed out at the circulation desk. Most books are loaned for 4 weeks and must be returned or renewed by the date stamped. Magazines are loaned overnight. There is a fine of .05 per day per item for overdue books or magazines.
- Reference books (encyclopedias, dictionaries, etc.) may be borrowed as overnight materials. Overnight materials must be returned by 8:30 a.m. the following morning. A fine of .25 per day is charged for overnight books which are returned late.
- Videos, DVDs and CDs may be signed out for 5 days. Late items incur fines of .25 per day.
- Overdue notices are sent to students regularly. Please respond promptly by returning or renewing materials.
- ALL OBLIGATIONS MUST BE RESOLVED BY THE END OF THE SCHOOL YEAR. That means all materials must be returned and fines paid. All lost materials must be paid for. Seniors must clear their names before graduation practice.

Please use the following guidelines to help make the Library Resource Center an effective and comfortable place to work:

1. The library is a quiet area of the school, an area designated for serious study, individual reading and research. Please observe the seating rules -- no more than four at rectangular tables, four at round tables and one person per computer. Conversational groups are asked to meet in other areas of the school. Cell phones are prohibited.
2. There is no food or drink (besides water) permitted in the library or computer lab.
3. Teachers often bring classes to work in the library. These classes have priority at the tables and computers if the library is crowded. Students in classes are expected to sit with the class and to work seriously.
4. Before leaving the library, students are expected to pick up all materials which were used and place them on a nearby book cart, return reserve materials to a library staff member, put newspapers and magazines back in the reading area, throw wastepaper away

and push in chairs. Please keep in mind the school philosophy regarding personal accountability.

5. Computer applications and Internet access are tools for academic research and assignments. Game-playing is prohibited and indulging in unacceptable behavior puts a student at risk of losing access to these tools. It is expected that students and parents understand the school policies governing the use of the school-wide computer network and the Internet, found in "Rules for Acceptable Technology Usage."

Linked from the Library Resource Center page on the school website, research resources and subscription databases are available for student use both in school and from home. Passwords for at-home use are available both in the library and computer lab.

In addition, the [MLA Citation Format](#), which discusses proper documentation procedures for written work, is posted on the library website. Print copies are also available in the library and computer lab.

RULES FOR ACCEPTABLE TECHNOLOGY USAGE

The West Morris Regional High School District provides computing resources to the West Morris Regional community in support of instructional programs. Computing resources include local area networks and connections to other networks. All members of the school community are responsible for seeing that computing resources are used in an effective, ethical, and lawful manner. The West Morris Regional High School District disclaims any loss of data or interference with files resulting from their efforts to maintain the privacy or security of the system computer facilities. The following policies relate to the use of the computer facilities.



1. Computer facilities are owned by the West Morris Regional High School District and are to be used for school related activities only.
2. Facilities are not to be used for private purposes, including any commercial activities, or for the use/acquisition/installation of fraudulently or illegally obtained software or data. All copyright laws are to be observed.

3. An account assigned to an individual must not be used by others. The individual is responsible for the proper use of the account, including password protection. Furthermore, the individual must take all reasonable precautions, including password maintenance and file and directory protection measures, to prevent use by unauthorized persons.
4. Programs and files are confidential unless they have explicitly been made available to other authorized users. Copying, renaming, changing, examining, or deleting files belonging to someone else is against policy. Faculty and staff may access others' files when necessary for the maintenance of the computing facilities. When performing maintenance, however, every effort will be made to insure the privacy of users' files.
5. Managers of the computer system reserve the right to inspect user accounts when there is reasonable suspicion. The West Morris Regional High School District also reserves the right to randomly monitor all activities on user accounts and to suspend or terminate access to and use of the computer system for any violation of these rules.
6. Computing resources, including electronic mail and other communication, will be utilized in a lawful manner. This specifically excludes, but is not limited to, harassment and sending of obscene or threatening messages.
7. Attempts to bypass standard procedures are not allowed. This includes, but is not limited to, attempts to discover another user's password, taking resources from another user's accounts, and distribution or execution of a program that damages another user's files or computing resources. It is prohibited to gain access to unauthorized accounts and systems. In addition, plagiarism and the sharing of files is prohibited. These issues will be addressed as violations of both the Rules of Acceptable Technology Use and Academic Honesty.
8. Physical tampering with computing systems is not allowed.
9. Users will not deliberately attempt to damage system performance or to deprive authorized users' access to computing resources.

10. It is understood that it is possible to access certain material over the internet which is inappropriate for distribution to minors. It is against computing policy to download this type of information into the system.
11. Failure to comply with the above rules shall constitute a violation of the policy and will subject the violator to disciplinary action. In addition, restitution may be required for any violation of the above rules. Users are also subject to all local, state, and federal laws.



HEALTH OFFICE PROCEDURES

Any student absent for three consecutive days must report to the health office before resuming classes. Any student becoming ill during school hours should report to the health office.

Injuries and Illness

All injuries are to be reported to the teacher in charge no matter how minor they seem. If you are not feeling well and need to see the nurse, request your teacher's permission to go to the nurse's office. Sign in upon arrival. **Do not go to the nurse between periods unless it is an emergency.**

Immunization Requirements

All students must present proof of immunization as follows:

D.P.T. (Diphtheria, Pertussis, Tetanus): Proof of initial series D.P.T. injections plus a D.P.T. booster given at least six months after the initial series. A student, who has not received a vaccine containing tetanus toxoid within ten years, should receive a booster dose of diphtheria-tetanus (D.T.) adult type.

Measles/Mumps/Rubella (MMR): Proof of two MMR vaccines given on or after the first birthday.

Polio: Proof of three doses of poliomyelitis vaccine, live, oral trivalent. The last dose must be given not less than six months after the previous dose or poliomyelitis vaccine live, oral monovalent series; type 1, type 2, type 3, plus one dose of poliomyelitis vaccine live, oral, trivalent to be given no less than six months after the previous dose.

Hepatitis B: Proof of three doses of Hepatitis B vaccine.

Religious Rights

A written statement, signed by a parent or guardian, that the immunization interferes with the free exercise of the pupil's religious rights will exempt the student from the mandatory immunization. This exemption may be suspended by the State Commissioner of Health during the existence of an emergency.

Medical Contraindication

A written statement from a licensed physician stating that an immunization is medically contraindicated for a specified period of time and the reason for medical contraindication will exempt the student from a specific immunization requirement.

Medications

A student needing to take medication in school must bring the medication to the school nurse along with a note from the parent giving permission to administer it. The medication must be in the original container with the student's name on the label. A doctor's note is needed for prescription medications (a prescription drug form is available from the nurse or on the health office web page) and over-the-counter medication such as Advil or Tylenol (an over the counter medication form is also available from the nurse or on the web page).

In order for a student to self-administer an inhaler or epinephrine a self-administration form needs to be signed by a parent and a doctor. All medication forms may be found on our web page.

Physical Education Medical Excuse

The student involved must present a physician's statement to the physical education teacher who will then direct the student with the note, to the nurse. If the medical excuse is for two or more weeks, the nurse will schedule a change to quiet study in the library for the duration of the medical excuse. It is the student's responsibility to return to gym when the medical excuse has ended. If the student receives a final grade of "ME" (Medical Excuse) for the year, no credit will be granted.

Sports Physicals

Physical examinations for sports participation are required once per academic year. Permission cards and Physical updates are required prior to every sport season.

A parent permission form and an in-depth medical history questionnaire must be filled out and signed by the parent prior to the

physical. All sports forms may be obtained in the health office and are on the school's webpage.

Physical examinations are done at the high school by the school physician. A student may have the physical examination done by his/her family doctor but it needs to be recorded on the New Jersey state forms. The school physician then needs to review the forms before a student can begin practice. Physicals for fall sports are performed in August. Our school doctor is in every other week for winter and spring sports.

No student is permitted to participate in a sport until the physical exam has been done, reviewed by the school physician and the permission form has been signed and given to the school nurse. If forms are returned to the health office after the date of the deadline a student may not be able to start on the first day of practice.

COMPLAINT APPEAL PROCEDURE

The following procedures are established for the consideration of pupil problems and for the processing of parent or student complaints and appeals:

1. Discuss the complaint or problem with the teacher or staff member.
2. If not resolved, discuss the complaint or problem with a building administrator.
3. The Superintendent shall review the facts of any case appealed to the district level.
4. If the parents or students are not satisfied with the resolution at the Superintendent's level, the Superintendent shall arrange for the parents or students to present their case to the Board of Education.

AFFIRMATIVE ACTION GRIEVANCE PROCEDURE

The purpose of Title IX (Federal Law and Title VI, State Law) is to prohibit sex discrimination against students and employees of educational programs and activities receiving federal funds. These regulations provide that females and males must be afforded equal opportunity with regard to:

- Access to and treatment in curricular and extra-curricular programs;

- Treatment under regulations and policies governing student benefits, services, conduct and dress;
- Admissions to educational institutions;
- Access to employment in educational agencies;
- Terms, conditions, and benefits of such employment.

The West Morris Regional High School District Board of Education has designated Dr. Alyce Hunter to coordinate compliance efforts and to investigate any complaints of sex discrimination as pertains to the above. Dr. Hunter can be reached at 908-879-6404, ext. 1385.

CRISIS HOT-LINE (973) 540-0100 (Anytime)

Coping with traumatic events The death of a friend or teacher, criminal actions which threaten students' safety or natural or man-made disaster ... the **Crisis Response Network** was formed to help young people deal with the intense and conflicting emotions that are the result of crises.



EMERGENCY SCHOOL CLOSINGS

In case of bad weather or other emergency, the closing of school will be broadcast via the Honeywell Instant Alert Messaging System, on the school's website - www.wmmhs.org, on the school's main telephone number (973-543-2501) and over radio station WRNJ (1510 AM). Be sure to listen for the specific school name as the closing of elementary or junior high schools in our community will not mean we are closing. Delayed openings will also be announced in the same manner.

EMERGENCY EVACUATION PLANS

Emergency evacuation plans are on file at the district office and available for inspection.

ASBESTOS ABATEMENT

There are available Asbestos Management Plans for West Morris Regional High School District. The Asbestos Management Plans provide important information regarding the locations, conditions, and amount of Asbestos Containing Building Materials (ACBM) and suspected ACBM throughout the high school.

Asbestos Management Plans are kept in the Facilities Manager's office and are always available for public preview during normal school hours.

INTEGRATED PEST MANAGEMENT

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy. Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

Non-pesticide pest management methods are to be used whenever possible. Hazard Communication Written Program can be found in the Facilities Manager's office.