MORRIS KNOLLS ALMA MATER

Standing high in scholarship and truth,
Morris Knolls, we look to thee.
We pledge our lives to serve thee well,
With courage and sincerity.

REFRAIN
We will give to thee our honor,
Our loyalty and trust.
We’ll raise our colors ever high,
The golden eagles to the sky.

Morris Knolls, we look to thee for light,
For your glory, we will fight.
Like eagles soaring to the sky,
We’ll hold our Alma Mater high.

REFRAIN
We will give to thee our honor,
Our loyalty and trust.
We’ll raise our colors ever high,
The golden eagles to the sky.
2019 – 2020

MORRIS HILLS REGIONAL DISTRICT BOARD OF EDUCATION

Robert Crocetti, Jr., President

Barbara C. Guerra, Vice President

Michael Bertram     Doug Brookes     Mark Di Gennaro     Rob Izsa
Steven Kovacs     William Serafin     Michael Wieczerzak

CENTRAL OFFICE ADMINISTRATION

James Jencarelli, Chief School Administrator
Nisha Zoeller, Assistant Superintendent for Curriculum and Instruction
Joann Gilman, Business Administrator/Board Secretary
Peter Lazzaro, Director of Educational and Administrative Services

MORRIS KNOLLS HIGH SCHOOL ADMINISTRATION

Ryan S. MacNaughton, Principal
Joseph A. Cirigliano, Assistant Principal
Daniel A. Haug, Assistant Principal
Erin Morgan, Assistant Principal
Michael Bouroult, Supervisor of Student Services/Athletics
Stan Abromavavage, Supervisor of School Counseling

DISTRICT ADMINISTRATION

Krystal Beck, District Supervisor of Social Studies/Academy for Performing Arts
District Supervisor of Special Services
Neil Charles, Supervisor of Technology Services
Kevin Doyle, District Supervisor of Science/Magnet Program
Cheryl Giordano, District Director of Instructional Services for Math/Academy for MSE
Keith Bigora, District Supervisor of Career and Technical Education
Sonya Boyer, District Director of Special Services
Jennifer Toriello, District Director of Instructional Services for English
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</table>
Welcome to Morris Knolls High School, home of the Golden Eagles! Your high school years will be filled with many wonderful experiences. Our talented faculty and administration will serve as guides on your journey. They will provide academic and co-curricular challenges to help you reach your full potential. This handbook is a map that will aid you in identifying pitfalls to avoid and the opportunities that await you. We encourage you and your parents to review it each year.

During your years at Morris Knolls, you will benefit from state of the art facilities that were only made possible through the support and sacrifices of our community. I urge you to take advantage of the new facilities and the many resources available to you. Push beyond your comfort zone and give your best effort in both your academic and co-curricular pursuits. Participate in school clubs, activities and/or athletics. There is something here for everyone.

While you are here, we will continue to emphasize good citizenship and mutual respect. Not only are these good lessons to live, but they are also means of giving back to the school and community by cultivating a positive, academic climate. Morris Knolls’ success depends on the contribution of all students, parents and staff. We invite you to be an integral part of our growth and success. A good attitude, excellent attendance and goals for academic achievement will ensure a quality experience for all students. We invite you to be part of this growth and continued tradition of excellence.

Best wishes to all for an outstanding school year!

Ryan S. MacNaughton, Principal

HOME AND SCHOOL ASSOCIATION

The HSA, the high school version of the PTA, is an organization here at Morris Knolls that benefits all the students, administrators, teachers and parents. The HSA provides the opportunity to dialogue with various members of the administration, meet other parents and learn about what is going on with academic and athletic programs as well as extracurricular and social activities. Through membership and fundraising we are able to offer senior scholarships, teacher grants and luncheons, and parent-to-parent forums. Please join us as these are the last years to be involved and influence your child’s education and environment!

HOME AND SCHOOL ASSOCIATION BOARD mkhsa@mhrd.org
For further information please check under the Home and School tab at www.mhrd.org
MORRIS HILLS REGIONAL DISTRICT GOALS FOR 2020

Morris Hills Regional District will develop a personalized learning experience through a comprehensive and diverse curriculum that empowers all students to become meaningful contributors to a global society through innovative instructional practices and authentic measures for assessing understanding.

Morris Hills Regional District will promote and facilitate standards-based professional development that is relevant to all stakeholders and responds to emerging needs. Targeted areas include, but are not limited to, developing effective teaching skills that meet the specific needs of all learners, infusing technology throughout instruction and infrastructure, fostering collegial relationships that advance learning communities, and providing the appropriate resources to empower lifelong learners.

Morris Hills Regional District will encourage a relationship between the district and community that incorporates parental, student, and community involvement to promote mutual support for instructional and volunteer endeavors. Within this learning community, the district will provide an environment that is physically and emotionally secure.

The Morris Hills Regional District will empower the entire community to respect and celebrate the diverse strengths and experiences of each individual in the global community through civic service and an appreciation of various perspectives with an emphasis on personal integrity, ethical responsibility, team-building, persistence, and accountability.

Morris Hills Regional District will provide resources for efficient integration of technology into its schools and curriculum through economically and environmentally responsible means while connecting to the global community and facilitating intercultural collaboration.

Morris Hills Regional District will appropriately and responsibly allocate fiscal resources to provide all students with an effective learning environment. The district will seek alternative funding, share resources and services, and pursue viable opportunities to reduce the tax burden on the district’s residents without compromising the quality of education.

EMERGENCY SCHOOL CLOSING

During an unforeseen emergency, such as a snowstorm, the decision to close school will be made by the Chief School Administrator. On most occasions, our automated calling system will be used to contact families about the closing/delayed opening. It is important that you update your contact information through Guidance each year. Regular TV channels 2, 4, 5, and 7, or cable TV Channel 12 (News 12 NJN) and radio stations WOR (710 AM), WDHA (105.5 FM), WMTR (1250 AM), will carry the school closing announcements. Please be careful to distinguish among West Morris Regional High School, Rockaway Borough, Rockaway Township, and Denville Schools. School will be in session unless MORRIS HILLS REGIONAL DISTRICT OR MORRIS KNOLLS HIGH SCHOOL IS MENTIONED SPECIFICALLY.

This information may also be accessed on the district web site at: www.mhrd.org

For any emergency closing the day missed will be repeated. For example, if school is closed on an “A-Day” the next school day will be an “A-Day”.

DELAYED SCHOOL OPENING - If the occasion should arise that we would have a delayed school opening, school should begin TWO HOURS later than normal school beginning time. Bus pickup will be TWO HOURS later than the normal time.
**BELL SCHEDULE AND MORNING PROCEDURES**

At 7:26 a.m., ALL STUDENTS MUST CLEAR THE HALLS and report to their 1st or 5th block class. If you arrive after the 7:30 a.m. bell, you must still report directly to 1st block. However, if you arrive after 7:40 a.m., you must report to the A-22A Attendance Office to sign in late. **The regular bell schedule, delayed opening, in-service/half day and pep rally schedules are as follows:**

### Regular Bell Schedule

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>TIME</th>
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</thead>
<tbody>
<tr>
<td>1 &amp; 5</td>
<td>7:30 – 8:58 (88 min)</td>
</tr>
<tr>
<td>2 &amp; 6</td>
<td>9:02 – 10:33 (91 min)</td>
</tr>
<tr>
<td>3A &amp; 7A Lunch</td>
<td>10:37 – 11:21 (44 min)</td>
</tr>
<tr>
<td></td>
<td>Class</td>
</tr>
<tr>
<td>3B &amp; 7B Lunch</td>
<td>10:37 – 11:21 (44 min)</td>
</tr>
<tr>
<td></td>
<td>Class</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>3C &amp; 7C Class</td>
<td>10:37 – 12:07 (90 min)</td>
</tr>
<tr>
<td></td>
<td>Lunch</td>
</tr>
<tr>
<td>4 &amp; 8</td>
<td>12:59 – 2:27 (88 min)</td>
</tr>
<tr>
<td>BUS DEPARTURE</td>
<td>2:37</td>
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### Delayed Opening Bell Schedule

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>TIME</th>
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<tbody>
<tr>
<td>1 &amp; 5</td>
<td>9:30 – 10:31 (61 min)</td>
</tr>
<tr>
<td>2 &amp; 6</td>
<td>10:35 – 11:40 (65 min)</td>
</tr>
<tr>
<td>3A &amp; 7A Lunch</td>
<td>11:44 – 12:14 (30 min)</td>
</tr>
<tr>
<td></td>
<td>Class</td>
</tr>
<tr>
<td>3B &amp; 7B Lunch</td>
<td>11:44 – 12:14 (30 min)</td>
</tr>
<tr>
<td></td>
<td>Class</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>3C &amp; 7C Lunch</td>
<td>11:44 – 12:48 (64 min)</td>
</tr>
<tr>
<td></td>
<td>Class</td>
</tr>
<tr>
<td>4 &amp; 8</td>
<td>1:26 – 2:27 (61 min)</td>
</tr>
<tr>
<td>BUS DEPARTURE</td>
<td>2:37</td>
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</tbody>
</table>

### Half Day/In-Service Bell Schedule

<table>
<thead>
<tr>
<th>BLOCK</th>
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<tbody>
<tr>
<td>1 &amp; 5</td>
<td>7:30 – 8:30 (60 min)</td>
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<tr>
<td>2 &amp; 6</td>
<td>8:34 – 9:34 (60 min)</td>
</tr>
<tr>
<td>3A &amp; 7A Lunch</td>
<td>9:38 – 10:08 (30 min)</td>
</tr>
<tr>
<td></td>
<td>Class</td>
</tr>
<tr>
<td>3B &amp; 7B Lunch</td>
<td>9:38 – 10:08 (30 min)</td>
</tr>
<tr>
<td></td>
<td>Class</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>3C &amp; 7C Lunch</td>
<td>9:38 – 10:42 (64 min)</td>
</tr>
<tr>
<td></td>
<td>Class</td>
</tr>
<tr>
<td>4 &amp; 8</td>
<td>11:20 – 12:16 (56 min)</td>
</tr>
<tr>
<td>BUS DEPARTURE</td>
<td>12:26</td>
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### Pep Rally Bell Schedule

<table>
<thead>
<tr>
<th>BLOCK</th>
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<tbody>
<tr>
<td>1 &amp; 5</td>
<td>7:30 – 8:40 (70 min)</td>
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<tr>
<td>2 &amp; 6</td>
<td>8:44 – 9:57 (73 min)</td>
</tr>
<tr>
<td>3A &amp; 7A Lunch</td>
<td>10:01 – 10:43 (42 min)</td>
</tr>
<tr>
<td></td>
<td>Class</td>
</tr>
<tr>
<td>3B &amp; 7B Lunch</td>
<td>10:01 – 10:43 (42 min)</td>
</tr>
<tr>
<td></td>
<td>Class</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>3C &amp; 7C Lunch</td>
<td>10:01 – 11:29 (88 min)</td>
</tr>
<tr>
<td></td>
<td>Class</td>
</tr>
<tr>
<td>4 &amp; 8</td>
<td>12:19 – 1:29 (70 min)</td>
</tr>
<tr>
<td>BUS DEPARTURE</td>
<td>2:37</td>
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<td></td>
<td></td>
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<td>Class</td>
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<tr>
<td></td>
<td>Class</td>
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<td>4 &amp; 8</td>
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</tr>
<tr>
<td>BUS DEPARTURE</td>
<td>2:37</td>
</tr>
</tbody>
</table>

**ASSEMBLY** 1:32 – 2:27 (55 Min)
SCHOOL COUNSELING AND ACADEMIC SERVICES

The School Counseling Office is staffed by professional counselors. Each student is assigned to a school counselor upon entry to Morris Knolls. The counselors and School Counseling Office facilities are available to all students with a pass. Appointments can be made directly with an assigned counselor or through an administrative assistant in the School Counseling Office.

The function of the school counselor is to aid individuals in solving their occupational, academic, and personal problems. Testing services are provided by the School Counseling Department and help is always available to a student who needs assistance in completing applications and planning for the future. The services of a psychologist, social worker, student assistance counselor, a learning disabilities teacher-consultant, and a speech specialist as well as additional support staff are available to students. These specialists help students to more fully develop their potential.

The school counselors will assist students with the Naviance College and Career Readiness Program. This program provides information about a great many colleges/universities, technical/trade schools and career paths.

Course selection is one of the major responsibilities of each student. The school counselors, teachers, and parents, will assist each individual in selecting subjects that will fit student abilities, needs, and career interests. Changing a schedule may be approved only after extensive consultation among teachers, counselors, parents, and students.

GRADUATION REQUIREMENTS

Graduation requirements have been established by the MHRD Board of Education and the N.J. State Dept. of Education. Under no circumstances will a student who is deficient in credits or graduation requirements take part in the graduation ceremony. The following are the specific requirements to receive a diploma from Morris Hills High School.

Morris Hills Regional District

<table>
<thead>
<tr>
<th>Subject</th>
<th>Requirements for Graduation</th>
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</thead>
<tbody>
<tr>
<td>English</td>
<td>20 credits,</td>
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<tr>
<td></td>
<td>5 credits for each year of enrollment</td>
</tr>
<tr>
<td>Mathematics</td>
<td>15 credits, including:</td>
</tr>
<tr>
<td></td>
<td>5 credits of Algebra I*</td>
</tr>
<tr>
<td></td>
<td>5 credits of Geometry*</td>
</tr>
<tr>
<td></td>
<td>5 credits of Algebra II or content that builds on Algebra I and Geometry</td>
</tr>
<tr>
<td>Science</td>
<td>15 credits, including:</td>
</tr>
<tr>
<td></td>
<td>5 credits of Biology or Life Science**</td>
</tr>
<tr>
<td></td>
<td>5 credits of Chemistry</td>
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<tr>
<td></td>
<td>Environmental Science, or Physics</td>
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<tr>
<td></td>
<td>5 credits of additional lab science</td>
</tr>
<tr>
<td>Social Studies</td>
<td>15 credits, including:</td>
</tr>
<tr>
<td></td>
<td>5 credits of World History</td>
</tr>
<tr>
<td></td>
<td>10 credits of U.S. History</td>
</tr>
<tr>
<td>World Language</td>
<td>5 credits</td>
</tr>
<tr>
<td>Phys. Ed/Health</td>
<td>5 credits for each year of</td>
</tr>
<tr>
<td>Enrollment</td>
<td>2.5 credits</td>
</tr>
<tr>
<td>------------------------------------</td>
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</tr>
<tr>
<td>Visual &amp; Performing Arts</td>
<td>5 credits</td>
</tr>
<tr>
<td>21st Century Life &amp; Careers or Career/Tech Ed</td>
<td>5 credits</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>5 credits*</td>
</tr>
<tr>
<td>*Does not apply to the class of 2022 and beyond</td>
<td></td>
</tr>
<tr>
<td>Additional Electives</td>
<td>32.5 credits</td>
</tr>
<tr>
<td>Total Credits Required for Graduation</td>
<td>140</td>
</tr>
</tbody>
</table>

The Board of Education encourages all students who have otherwise met all requirements for graduation to pursue additional coursework in Social Studies, Mathematics, Science, and World Language in order to be better prepared for post-secondary programs and 21st century careers.

Students in the Magnet or IB Program may have additional course requirements to complete their programs.

*Students who have completed Algebra I and/or Geometry in the 8th grade are still required to complete 15 credits in mathematics.

**Students who have completed Biology 1 Honors in the 8th grade are still required to complete 5 credits in Biology or Life Science.

1. CREDIT HOUR REQUIREMENTS
   a. Successful completion of 140 high school credits.
   b. All students must carry a minimum of 35 credits each school year. This requirement applies to all grade levels (See also “Student Absences”).

2. BASIC COURSE REQUIREMENTS
   - English (a minimum of 5 credits each year)……………………………… 20 credits
   - United States History…………………………………………………………. 10 credits
   - World History…………………………………………………………………. 5 credits
   - Physical Education, Health and Safety
     (must enroll each year of school attendance)............................... 20 credits
   - Mathematics……………………………………………………………………. 15 credits
   - Science…………………………………………………………………………… 15 credits
   - World Languages………………………………………………………………. 5 credits
   - Visual & Performing Arts……………………………………………………….. 5 credits
     (Includes courses offered in art, music, dramatics, theater arts)
   - Career Education & Consumer and Family Life Skills 5 credits
     (Includes courses offered in family & consumer science, technology education, and Business or others as approved by the district)
- Computer Literacy 5 credits  
  (The Computer Literacy requirement can be met by completing one of the Morris Hills Regional District’s computer classes. This requirement does not apply to the class of 2022 and beyond. A list of acceptable courses can be found in the Program of Studies.)

- Personal & Financial Literacy 2.5 credits  
  (A list of acceptable courses can be found in the Program of Studies.)

- Additional Electives 35 or 40 credits
  - Career exploration or development
    (Students satisfy this requirement through objectives infused into already existing programs such as English, guidance, family and consumer science, science, technology, world languages, etc.)

3. SUBJECT COMPETENCY
   Demonstration of successful attainment of at least a 70% competency level of all course proficiency requirements for each course enrolled. Indicators of level attainment may include tests, examinations, quizzes, class participation, homework, projects, reports and/or writing assignments.

4. ATTENDANCE REQUIREMENTS
   Class attendance in accordance with the district's attendance policy and as required by the New Jersey Administrative Code. The Morris Hills Regional District recognizes that regular attendance in class, participation in class activities, and interaction between students and teacher are essential and integral parts of the learning process. Classroom participation is vital to the instructional process and is considered in the evaluation of performance and in the grading of students.

5. GRADE LEVEL PROMOTION
   Promotion to the next grade level is determined by the number of credits earned. The following is a list of the minimum credits required to achieve grade level status:
   - Freshman (Grade 9) - promotion from eighth grade
   - Sophomore (Grade 10) - minimum of 30 credits
   - Junior (Grade 11) - minimum of 60 credits**
   - Senior (Grade 12) - minimum of 90 credits

   **Including completion of a full Algebra 1 course or courses equaling a full Algebra 1 Course.
   Students will be assigned to the appropriate grade level homeroom based on credits earned. Eligibility for participation in class activities (i.e. prom, senior picture, etc.) may be determined by credits earned.

To qualify as a ninth grade student, promotion from eighth grade is required. Most subjects meet every other day of the week and carry five credits for the full year. Some subjects are offered one semester and carry 2-1/2 credits. A few subjects meet five blocks per week and these credits vary. Physical Education and health classes are required for each student for each year enrolled and must be successfully completed.
An early graduation program is available. Students are permitted to graduate after their third year and before their fourth year in high school provided they complete all of the Board of Education and New Jersey State Department of Education requirements. Interested students should contact their school counselors in the spring of their sophomore year.

All graduates shall receive the same diploma, regardless of their choice of program or subjects.

**COURSE SELECTION WAIVER GUIDELINES**

It is the responsibility of the Morris Hills Regional District to determine proper placement of students in courses. **No students will be permitted to enroll in a course unless they have met the prerequisite or have the written recommendation of both the current subject area teacher and the subject area departmental administrator.** The district utilizes multiple measures in recommending the placement of students into courses. These recommendations are made in conjunction with the School Counseling Department at the respective schools. The criteria for recommendations include, but are not limited to student performance in previous classes, grades on standardized tests, and teacher evaluation of student performance and potential. Questions or concerns regarding placement should be directed to the student’s school counselor. All parent requests to waive their child into a higher level academic course will **ONLY** be considered up to June 1st.

**PASS/FAIL OPTION**

The Morris Hills Regional District Board of Education believes that students should have the opportunity to pursue certain courses under a pass/fail arrangement and therefore, established the following:

1. Any student may enroll for one elective non-requirement course on a pass/fail basis for a maximum of 5 credits per year.
2. All courses that are not oversubscribed should be available.
3. The student taking a course on a pass/fail basis must do all of the regularly assigned work, attend all classes, and take all examinations. The student however, will be graded with a P or F and not given a numerical grade. The student receives credit for a course passed, and no credit for one failed. The pass/fail class is not included in final class rank/G.P.A.
4. Teachers will make no distinction between pass/fail students and regularly enrolled students. They will require neither more nor less work from pass/fail students. This option should encourage students to elect courses in which they are interested, but for which they have had so little background that they would otherwise have decided not to register for the course.
5. Students must obtain a pass/fail option form from their school counselor and secure the approval of their parent or guardian. The form must be returned to the School Counseling Office no later than the last school day in September. A student may not change from regular enrollment to pass/fail after this date, nor may one change from pass/fail to regular graded enrollment after this date.
COURSE AUDIT OPTION FOR STUDENTS

The Morris Hills Regional District Board of Education accepts the concept that students should have the opportunity to audit courses in which the enrollment is not over-subscribed and establish the following:

1. Any student may audit one elective non-requirement course per semester. This audit course is to be over and above the minimum number of credits required each year.
2. All courses that are not oversubscribed should be available.
3. The student must participate in appropriate ways as determined by the instructor. It will be the responsibility of the student to ascertain from the instructor the degree of participation required.
4. The course is entered on the student’s transcript with the grade of “AU” (audit non-credit) or “WF” (withdrawn/failed). A student failing to participate satisfactorily may be withdrawn at anytime and assigned a grade of “WF”.
5. If the audited course is repeated for credit at a later date, the course will also be listed for credit.
6. Students must obtain a course audit option form from their school counselor and must secure written permission from the course instructor as well as from their parent or guardian. The form must be returned to the guidance office no later than the last school day in September.
7. A student may not change from credit to audit or from audit to credit after the last day of the established drop/add period.

THE GIFTED AND TALENTED PROGRAM

A program for the gifted and talented is in place for all students in the district. The intent of the program is to challenge exceptionally talented students in all aspects of their life. Students are selected for the program based on nominations from staff, parents, or self-nominations. Not all are selected for the program, but interested students or parents should contact the Teacher Coordinator of this program for further information. When a gifted and talented program is added to a student’s schedule, it must conform to the prescribed guidelines for adding all other courses in the curriculum, with the exception of G&T programs that have no impact on the student’s schedule.

SCHEDULE CHANGES

Students are not permitted to change their class schedule unless it is believed to be in their best interest, as determined by all parties concerned. These parties include, but are not limited to, the student, parent, and teacher of the present class, counselor, and the appropriate administrator. Schedules will not be changed for reasons such as teacher preference, time preference, or A/B Day preference.

Schedule changes may be initiated by the parent, student, teacher, counselor, or appropriate administrator. Requests for schedule changes should be directed to the student’s counselor, who will then confer with all involved parties.
SCHEDULE CHANGE CALENDAR

TYPE OF CHANGE

DATE

PRIORITY 1:
Scheduling changes due to computer errors, conflicts, and incorrect coding of course numbers

Full year courses (all)……………………………………………7th school day in September
First semester courses (all)……………………………………7th school day in September
Second semester courses (all)………………………………5th school day of the second semester

PRIORITY 2:
1 - Withdrawing from and/or adding course/courses; changing from/to pass/fail, or from/to audit
Full year *Core courses…………………………………………last school day in September
Full Year/First semester **Non-Core courses………………10th school day in September
Second semester courses (all)………………………10th school day of the second semester

*Core Areas include: English, Mathematics, Science, Social Studies and World Language
** Non-Core Areas include: Art, Business, Family & Consumer Science, Music, Physical Education and Technology

2 - Withdrawing from courses without penalty or notation of any kind
Full year courses……………………………………………………end of the 1st quarter
1st or 2nd semester courses…..midpoint day of the 1st marking period of each semester

3 - Withdrawing from courses with notation of WF (if failing at the time of withdrawal) or WP
   (if passing at time of withdrawal) on transcript
Full year courses………………………………end of 1st marking period to end of school year
1st or 2nd semester courses………midpoint day of the 1st quarter to the end of the course

PRIORITY 3:
Course level changes must be requested and made by the midpoint of the 2nd marking period. Course level changes will only be made with the approval of the counselor, the supervisor of the department, and the Supervisor of Guidance. The grades earned while in the one level of the course will be used in calculating the grades of the second level. Raw scores in the first level course will be treated and seen on the report card as if they were earned in the second level.

*SPECIAL NOTE:
A WF or WP is noted on the report card and official transcript for those students who withdraw from a course after the established deadline mentioned above. In addition, the WF and WP grades are calculated as a "50" in computing class rank. These guidelines do not apply to attendance policy issues and the withdrawal from class(es) due to excessive absences/cutting.
MARKING PERIOD DATES for 2019-2020

<table>
<thead>
<tr>
<th>Period</th>
<th>Date</th>
<th>Period</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Mid-Quarter</td>
<td>October 4</td>
<td>3rd Mid-Quarter</td>
<td>March 6</td>
</tr>
<tr>
<td>End of 1st Quarter</td>
<td>November 11</td>
<td>End of 3rd Quarter</td>
<td>April 20</td>
</tr>
<tr>
<td>2nd Mid-Quarter</td>
<td>December 17</td>
<td>4th Mid-Quarter</td>
<td>May 21</td>
</tr>
<tr>
<td>End of 2nd Quarter</td>
<td>January 31</td>
<td>End of 4th Quarter</td>
<td>June 22</td>
</tr>
</tbody>
</table>

ASPEN

Aspen is MHRD’s web-based student information system that allows MHRD parents and students to monitor academic grades, assignments, and attendance in real-time. Please keep in mind that available information will vary from course to course depending on the curriculum. For instance, a major project or an assignment in a lab course may take longer to score and publish than a homework assignment.

Parents of freshmen/transfer students will receive Aspen login information at the beginning of the school year.

In addition, the MHRD district web page will have a link to Aspen with online tutorials to help (www.mhrd.org). Once your account is created, parents will be able to view information about their child’s progress in all courses for the entire academic year. We hope you make use of this tool to support learning and monitor your child’s success.

REPORT CARDS

Our quarterly grading system is based on exact numerical grades being recorded on the report card. Report cards are issued at the end of each marking period, which is approximately every ten weeks during the school year (see marking period dates). Report cards are sent electronically to the Student and Family portals in Aspen. They can be retrieved by going to the “Published Reports” area on the Pages tab in Aspen. Parents are encouraged to discuss their student’s progress with the counselor and teachers. Report cards will also indicate the number of absences that a student has accrued in individual classes which count toward loss of credit in a course.

INCOMPLETE GRADES

A marking period grade of “Incomplete” may be given to a student who has been approved for extended time to complete the required class work. Ten days after the close of the marking period, the incomplete grade will convert to a grade of 50. Circumstances prohibiting the completion of the work within the timeframe must be approved by the Supervisor of School Counseling. A final grade of Incomplete may only be given with the approval of the Supervisor of School Counseling.
QUARTER EXAMS

In addition to assessments generated by the classroom teacher, the Morris Hills Regional District measures student progress toward achieving the New Jersey Student Learning Standards and curricular objectives by administering quarter exams or a final project in each course (except for select English courses, which have a mid-year requirement and a final writing portfolio requirement). Quarter exams will be administered three times a year in a full year course; a final project may be assigned in AP, IB, or an elective in Math, Science, English or Social Studies in lieu of quarter exams. All quarter exams and final projects are 100% common across the district by course.

Each quarter exam assessment has a specific percentage of a student’s final grade:
A. Marking Period 1 = 6%
B. Marking Period 2 = 6%
C. Marking Period 4 = 8%

Please note the courses containing a final project in lieu of the quarter exams are worth 20% of a student’s final grade in a course.

The expectation is that all students will be present for their quarter exams. Any student who is absent from a quarter exam will be required to make up the exam. If a student is absent for multiple days during the quarter exam week for the 1st and 2nd marking periods, he or she must submit a doctor’s note or emergency excusal documentation to the Supervisor of Guidance or the Principal, requesting approval to make up the quarterly exam. Only emergency excusals will be considered. If the emergency documentation is not received within three (3) school days after the absence, the student will receive a grade of zero on the quarter exam. Excusal documentation must be submitted the day following any quarter exam absence during the 4th quarter exam week. Planned absences for family vacations, weddings, college visitations and all other events do not fall within the emergency excusal policy and will not be approved.

Please note that students will be required to make-up any missed quarter exams on the next regular class day following the scheduled four (4) days of quarterlies. During the 4th quarter, once an absence is approved by the Principal, a student may arrange with a teacher to make up his/her quarter exam on one of the exam days or after school. If this is not possible, the student will take the quarter exam on the designated make-up day.

Additionally, the school administration will be monitoring students with multiple absences (two or more) during quarter exam weeks. Excessive absenteeism during quarter exams may result in a quarter exam contract stating the following: “any further absences on quarter exam dates for the remainder of the school year will be subject to review by the Attendance Appeals Committee and could result in a zero quarter exam grade.”

Quarter exams will typically be one block in length (performance assessments/portfolios may require additional time) and will be administered during class time. Quarter Exam Weeks have been scheduled on the school calendar. Students will have a full day of classes, each day, during the First and Second Weeks. A half-day schedule has been created for the Fourth Quarter Exam Week. Quarter exams may be traditional tests, performance assessments, laboratories, or portfolios, depending on the course curriculum. Students will be given advance notice of assessment expectations by their classroom teacher.
**FULL-YEAR COURSE**

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Quarter Grade</td>
<td>20%</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Quarter Grade</td>
<td>20%</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>Quarter Grade</td>
<td>20%</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Quarter Grade</td>
<td>20%</td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Quarter Exam Grade</td>
<td>6%</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Quarter Exam Grade</td>
<td>6%</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Quarter Exam Grade</td>
<td>8%</td>
</tr>
</tbody>
</table>

**ONE SEMESTER COURSE**

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Quarter Grade</td>
<td>40%</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Quarter Grade</td>
<td>40%</td>
</tr>
<tr>
<td>Final Exam/Project</td>
<td></td>
<td>20%</td>
</tr>
</tbody>
</table>

**FOURTH QUARTER EXAM EXEMPTION POLICY**

Seniors who earn an overall unweighted course average of 90 or higher (including quarter exams, with no one marking period grade below 85) can be exempt from the 4<sup>th</sup> quarter exam. To clarify, marking period grade below 85 does not include quarter exam grades. Seniors cannot be exempted from a project-based quarter exam. Students who choose the 4<sup>th</sup> quarter exemption should be aware that the average of their first two quarter exams will count toward 20% of their final grade average. Students may opt to take any 4<sup>th</sup> quarter exam even when exempt.

**CLASS RANK**

It is the philosophy of the Morris Hills Regional District that class rank should be a comparative rating of students based upon a student's overall high school effort and that the quality of effort should be taken into account via increased weighting for AP, IB and honors courses, with AP and IB courses receiving more weight than other advanced classes. All graded courses, except physical education, should count towards class rank. Finally, since the philosophy of the district is that this is a comprehensive school, all other graded courses, whether academic or occupational, should count towards class rank in accordance with their credit value.

**CLASS RANK GUIDELINES:**

1. The "Grade Point Average" method for computation of class rank is used.
2. The addition of points to the grade point average for advanced level courses are as follows:
   a. 5 points will be added for advanced level courses, which are not Advanced Placement/IB courses.
   b. 10 points will be added for Advanced Placement/IB courses.
3. Grades for Health are included in class rank computation.
4. Grades for Physical Education and grades taken on a pass/fail basis are not included in class rank computation.
5. The grade of a student removed from a class under the provisions of the district attendance policy will continue to be included in class rank computation and will be treated as a "50" for class rank computation.
All subjects, excluding physical education and elected pass/fail courses, are included in determining the grade point average and class rank. Rank is computed at the end of each school year and is recorded on the first marking period progress report during the next school year.

The following advanced courses are given an additional five points in determining grade point average:

<table>
<thead>
<tr>
<th>Advanced Courses</th>
<th>Additional Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accelerated French H</td>
<td>English 9 H</td>
</tr>
<tr>
<td>Accelerated German H</td>
<td>English 10 H</td>
</tr>
<tr>
<td>Accelerated Spanish H</td>
<td>English 11 H</td>
</tr>
<tr>
<td>Advanced Band H</td>
<td>French 3 H</td>
</tr>
<tr>
<td>Algebra 2 H</td>
<td>French 4 H</td>
</tr>
<tr>
<td>Biology 1 H</td>
<td>Geometry H</td>
</tr>
<tr>
<td>Calculus 3 H</td>
<td>German 3 H</td>
</tr>
<tr>
<td>Calculus/Analytic Geometry H</td>
<td>German 4 H</td>
</tr>
<tr>
<td>Chemistry 1 H</td>
<td>Precalculus H</td>
</tr>
<tr>
<td>Chorus H</td>
<td>Spanish 3 H</td>
</tr>
<tr>
<td>Chorus-L H</td>
<td>Spanish 4 H</td>
</tr>
<tr>
<td>College Accounting 1 H</td>
<td>String Ensemble H</td>
</tr>
<tr>
<td>College Accounting 2 H</td>
<td>U.S. History 1 H</td>
</tr>
<tr>
<td></td>
<td>World History H</td>
</tr>
</tbody>
</table>

The following Advanced Placement (AP) and International Baccalaureate (IB) courses are given an additional ten points in determining grade point average:

<table>
<thead>
<tr>
<th>AP Courses</th>
<th>IB Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP Art History</td>
<td>AP Psychology</td>
</tr>
<tr>
<td>AP Studio Art: 2D</td>
<td>AP Spanish</td>
</tr>
<tr>
<td>AP Studio Art: 3D</td>
<td>AP Statistics</td>
</tr>
<tr>
<td>AP Studio Art: Drawing</td>
<td>AP US Government &amp; Politics</td>
</tr>
<tr>
<td>AP Biology</td>
<td>AP U.S. History</td>
</tr>
<tr>
<td>AP Calculus AB</td>
<td>IB Biology</td>
</tr>
<tr>
<td>AP Calculus BC</td>
<td>IB Chemistry</td>
</tr>
<tr>
<td>AP Chemistry</td>
<td>IB English</td>
</tr>
<tr>
<td>AP Computer Science A</td>
<td>IB French</td>
</tr>
<tr>
<td>AP Computer Science Principles</td>
<td>IB German</td>
</tr>
<tr>
<td>AP Economics</td>
<td>IB History</td>
</tr>
<tr>
<td>AP English Language &amp; Composition</td>
<td>IB Math</td>
</tr>
<tr>
<td>AP English Literature &amp; Composition</td>
<td>IB Music</td>
</tr>
<tr>
<td>AP Environmental Science</td>
<td>IB Physics</td>
</tr>
<tr>
<td>AP European History</td>
<td>IB Psychology</td>
</tr>
<tr>
<td>AP French</td>
<td>IB Spanish</td>
</tr>
<tr>
<td>AP Human Geography</td>
<td>IB Theatre Arts</td>
</tr>
<tr>
<td>AP Music Theory</td>
<td>Theory of Knowledge (TOK)</td>
</tr>
<tr>
<td>AP Physics 1</td>
<td></td>
</tr>
<tr>
<td>AP Physics C</td>
<td></td>
</tr>
</tbody>
</table>
Rank in class is computed for all students at the end of the school year, on the basis of the final yearly averages in all subjects except physical education and any courses taken on a pass/fail/audit basis.

**GRADING SYSTEM**

Students earn grades based on a quarterly system. Final grades are calculated by averaging each of the quarter grades and the four quarterly grades for each course. Grades may be interpreted as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>&lt; 70</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td></td>
<td>Audit (no credit)</td>
</tr>
<tr>
<td>P or PS</td>
<td></td>
<td>Pass</td>
</tr>
<tr>
<td>F</td>
<td></td>
<td>Fail</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete</td>
</tr>
<tr>
<td>DF/DP</td>
<td></td>
<td>Drop Fail/Pass (loss of credit due to poor attendance)</td>
</tr>
<tr>
<td>WF/WP</td>
<td></td>
<td>Withdraw Fail/Pass (withdrawal from class after deadline)</td>
</tr>
</tbody>
</table>

Class Rank/GPA: All courses are included in class rank/GPA calculation, with the exception of Physical Education and any courses taken on a pass/fail or audit basis.

Weighting: Honors courses earn an extra 5 points in GPA calculation and are designated on the transcript with an “H” at the end of the course name. Our 22 Advanced Placement courses and over 13 IB courses earn an extra 10 points in GPA calculation and are designated on the transcript as “AP” or “IB”.

**VALEDICTORIAN/SALUTATORIAN**

The two graduating seniors with the first and second highest ranked cumulative grade point averages will be honored annually. The calculation of the first and second ranked students will occur at the conclusion of the 3rd marking period senior year (the third quarterly exam will not be included in the calculation). To be considered for this honor a student must be enrolled at Morris Knolls High School for a minimum of two academic years. If the mathematical difference between the two top ranked students is less than .1 (one tenth), the two students will be declared co-valedictorians. In this case NO salutatorian will be named.

**HONOR ROLL**

It is possible for a student to place on either the High Honor Roll or the Merit Honor Roll. All courses, with the exception of Physical Education and courses taken pass/fail or audit, are computed for honor roll status. A student who audits more than one class is not eligible. A student who has dropped subjects or has incomplete grades on his/her report card is not eligible for the honor roll.

1. **HIGH HONOR ROLL**: An average of 93 or higher is required for placement on High Honor Roll (no grade below 85) after weighting for Honors level and Advanced Placement/IB courses.
2. **MERIT HONOR ROLL**: An average of 87 or higher is required for placement on Merit Honor Roll (no grade below 80) after weighting for Honors level and Advanced Placement/IB courses.
SUMMA AWARDS

The Summa Award was devised to recognize the academic achievement of students who have achieved an overall average of 93.0 or better (no rounding) for an entire academic year. Eligible students are presented with an award at the annual Summa Awards Assembly. Students maintaining an average of 93.0 or higher (no rounding) for their Freshman, Sophomore, Junior and Senior year will be awarded a Summa Medallion at graduation. The calculation for the Summa Award for Senior year will occur at the conclusion of the 3rd marking period (the third quarterly exam will not be included in the calculation). Members of the Class of 2020 will have to earn an average of 90 or higher (no rounding) during their Senior year to obtain a Summa Award. In order for a student to be eligible for a Summa Medallion, he/she must attend Morris Knolls or Morris Hills High School for all four years. This award is solely a Morris Hills Regional District award. Students who transfer from another district are not eligible for the medallion.

STATE SEAL OF BILITERACY PROGRAM

The NJ State Seal of Biliteracy is a recognition for students that have demonstrated that they are able to speak, read, listen and write in two or more languages at the highest level of proficiency. In order to receive the Seal of Biliteracy, students must meet the following criteria:

English:
- Proficient or better on the state ELA assessment or its alternatives OR
- A score of 4 or better on the Tier B or C of the ACCESS for ELLs 2.0 in all four language domains (junior year of high school)

World Language:
- A score of 4 or higher on the Advanced Placement World Language and Culture exam in junior year of high school

Students who are interested in the earning of the Seal of Biliteracy should complete and return an application no later than March 1st of their senior year to their counselors. Applications can be obtained in the School Counseling office.

HOME INSTRUCTION

Home instruction will be provided upon request by letter from a physician indicating that a student will be absent for ten days or more. The physician's note must include a diagnosis and an ending date for home instruction. Such home instruction will be arranged by the School Counseling Department once the school's Medical Examiner has approved the request.

CHILD STUDY TEAM

The role of the Child Study Team includes the identification of students who may have difficulty learning in the traditional manner, and who require a program which is planned to meet their educational needs.
Students who have been classified by a Child Study Team are required to be regularly monitored by the CST and support staff, undergo a formal IEP Annual Review in the spring of the year, and be re-evaluated at least every three years.

The CST consists of a school psychologist, social worker, and learning disabilities teacher-consultant. A speech correctionist, special education and resource room teachers, as well as other support personnel provide appropriate services to students needing a prescriptive program.

**STUDENT REFERRALS FOR SPECIAL SERVICES**

Students who appear to be in need of Special Education services may be referred to the Child Study Team for a formal evaluation.

1. Student referral to the Child Study Team may be made through the guidance counselor in writing.
2. Once received, the counselor shall collect data relevant to the request and schedule a referral meeting with the members of the Child Study Team, the student’s teacher(s), and the parent(s) to review all information.
3. If it is decided that an evaluation is appropriate to determine eligibility for Special Education and Related Services, the “nature and scope” of the evaluation is developed during this meeting.
4. The parent is notified in writing of the outcome of the meeting, and if an evaluation is appropriate, the parent receives an outline of the “nature and scope” of the evaluation.
5. The parent must sign a consent form giving the CST approval to evaluate the student. The evaluation will be in accordance with N.J.A.C. 6A:14.
6. If the student is deemed eligible for Special Education and Related Services, an Individual Educational Plan will be developed by the IEP Planning Team, which includes the parent(s).

**PUBLIC LAW 504**

Public Law 504 is a broad based civil rights law which protects the rights of individuals who have a diagnosed physical or mental impairment. The dysfunction must substantially limit the performance and ability of the student to undergo major life activities. A student may be referred for a P.L. 504 screening by contacting the school counselor. If appropriate, the counselor will collect relevant information and prepare a referral packet for the Intervention and Referral Services Committee. The parent will be notified of the referral process. The Intervention and Referral Services Committee will draw its information from a variety of sources, depending upon the nature of the reported dysfunction. If the student is eligible for consideration under P.L. 504, a service plan will be developed by the Intervention and Referral Services Committee in consultation with the parent. The Principal serves as the Intervention and Referral Services Committee Chairperson in the assessment and planning process. The District Coordinator for Intervention and Referral Services Committee is Ms. Sonya Boyer (973) 664-2324.

The Morris Hills Regional School District affirms its responsibility to ensure equal educational opportunity to all students in its schools regardless of ancestry, color, creed, national origin, race, religion, gender, or socioeconomic status or disability.
AFFIRMATIVE ACTION: TITLE 504 AND TITLE IX

Title IX- Affirmative Action
Sonya Boyer, District
48 Knoll Drive
Rockaway, NJ 07866
973-664-2324
sboyer@mhrd.org

Section 504
Stan Abromavage
50 Knoll Drive
Rockaway, NJ 07866
973-664-2211
sabromavage@mhrd.org

It is the policy of the Morris Hills Regional District not to discriminate on the basis of sex in its education program, activities, or employment policies or practices as required by Title IX of the 1977 Education Amendments and Title VI.

SUMMER SCHOOL AND TUTORING

A student who has taken a full year or semester course but has failed, may repeat the course in an approved summer school or with an approved tutor and must meet the following requirements:
1. The student must have taken the course to be repeated for an entire year (or semester).
2. The student must have been in compliance with the District Attendance Policy during the regular school year.
3. The student must have attained a failing grade of no less than a 55 in the subject to be repeated.

All arrangements for private tutoring or summer school must be made through the Guidance Office and approved by the administrator in charge. For private tutoring a minimum of 30 hours with a certified tutor is required for a full-year course (15 hours for a semester course and completion of an end of course exam). The summer school session lasts for six weeks. If a student passes the summer school program or private tutoring program (including the passing of the exam), he/she will receive credit for the subject. When a course is studied with a private tutor, the exam will count 50% of the final average.

WITHDRAWAL PROCEDURES

A student withdrawing from school for any reason must do the following:

1. Confer with the school counselor and the Principal about reasons for withdrawal.
2. Contact his/her counselor for a withdrawal slip to be taken home for signing by parents.
3. Return all books, uniforms, locks and other school property to the proper teachers who will, in turn, initial the slip when all obligations are met.
4. Return issued parking decal to the General Office.
5. Clean gym and hall lockers.
6. Clear any obligations in the library and with the Assistant Principal in charge of school obligations.
7. Return withdrawal slip, properly initialed, to the guidance office and/or school counselor.
8. Obtain a Transfer Card if planning to attend another school.
TRANSFERS

If you plan to transfer to another school district, please notify the School Counseling Office several days before your leaving date. In this manner, all necessary clearance for forwarding records and information can be adequately arranged. Please refer to the withdrawal procedures listed above.

STUDENT RECORDS

Student records are maintained for the benefit of the student and are to be viewed only by professionals in Morris Knolls having a direct concern for the student. Release of transcripts or other permanent record data to anyone other than those designated by the State Department of Education shall require a written statement by the parent/guardian. No information will be sent to colleges, Armed Service Recruiters, or employers without authorization to do so.

Parents/guardians have the right to view records being compiled and need only request an appointment with the Principal to do so. Both natural parents have the right to speak with school personnel and to review a student’s records regardless of parental guardianship, provided a parent has not lost parenting rights. Such instances should be referred to the Principal upon a student’s enrollment in school.

Upon graduation or withdrawal from the Morris Hills Regional District, parents may request copies of the student’s records. As required by Code, all mandated records are maintained on file in the School Counseling Office. Parents of classified students may request to take possession of the student’s confidential file or to have that file destroyed upon graduation or withdrawal from school. Such requests are to be submitted in writing to the District Director of Pupil Personnel Services (see also “The Family Educational Rights and Privacy Act” in the General District Policy and Procedures section).
STUDENT ATTENDANCE

RULES & REGULATIONS

Regular attendance is fundamental to the academic achievement of students in secondary schools. The self-discipline and sense of responsibility which students acquire clearly relate to post-graduate experiences in the world of work or in additional educational endeavors after high school. Because of this and because the State of New Jersey requires that its schools adopt attendance policies, the Morris Hills Regional District places a high value on student attendance and continues to establish high standards for its students.

Attendance shall be required of all students enrolled in the schools of the district and in schools to which students are assigned during the days and hours that such schools are in session. It is expected that each student will be in full attendance in all classes, reporting to each of them on time, and utilizing every minute productively. All student absences, regardless of the nature or the duration of the absence, will simply be classified as an absence from school or from class unless otherwise authorized by the building administration. These absences will be applied toward the total number of allowable absences in that student's courses, and may contribute to a loss of credit in those courses.

A. Student Absences

1. Students shall be permitted eight (8) absences in a full year course, six (6) absences in a physical education or 3/4 year course, four (4) absences in a semester course, and two (2) absences in health or 1/4 year course.

2. Students who accrue classroom absences in excess of the regulations stipulated in item 1 above will be considered not to have completed the prescribed course of study and shall be excluded from the course after notification of the right to an appeal. The students' transcripts will be marked "Withdrawn/Failure" or "Withdrawn/Passing" and a grade of 50 will be utilized for class rank.

3. Students may only be absent from school for legitimate and authorized reasons. Authorized reasons include, but are not limited to: illness, driver's test, court appearance, funeral for an immediate family member, and other approved educational opportunities. Please be advised that in order for absences to be excused, the original documentation must be submitted to the attendance office immediately upon return to school. The duration of time excused for the appointment will be evaluated on a case by case basis.

4. If a student misses more than ten (10) minutes of a class, he/she will be considered absent from that class, except for Blocks 1 and 5. If a student misses more than twenty (20) minutes of Blocks 1 or 5, then he or she is considered absent from that class.

5. All excused (unless related to athletics, field trips, etc.) and unexcused absences, regardless of the nature of the absence, will forfeit a student’s eligibility for perfect attendance (see also “Perfect Attendance”).

B. General Attendance Procedures

1. Parents and/or guardians are urged to call the attendance office on the day of an absence in order to notify the school that the student will be absent. The telephone number of the Attendance Office is 973-664-2229. If no one is available to take your call, please leave a detailed voicemail.
2. In the event the parent forgets to call in a student’s absence, the school will make every effort to contact parents by telephone. If you have provided us with the correct contact information, electronic phone calls will be made.

3. Students who are absent from school for religious reasons are required to present a parental note certifying a pupil's participation in a religious obligation as authorized by The Commissioner of Education.

4. A student who is absent for five (5) or more consecutive days due to illness must present a doctor's note or certificate which will be verified by the school nurse and will indicate that he/she is fit to return to school. A doctor’s note for absences of less than five (5) consecutive days will be kept in the student’s attendance file. These notes will be reviewed during attendance appeals. Only original doctor’s notes or notes faxed directly from the doctor’s office will be accepted.

5. Medical notes must be submitted to the attendance office within one week of an absence. All medical notes must be the original. Photocopies will not be accepted. Faxed notes will only be accepted if faxed directly from the doctor’s office.

6. Students who anticipate an absence from school due to a family vacation or for a college visitation should notify the attendance office at least two (2) weeks prior to the student absence. Nevertheless, these absences will be considered absences from school and may contribute to the loss of credit for a student.

7. Students who plan to attend college after high school are encouraged to visit the colleges and universities to which they are going to apply. Most colleges offer Saturday Open House programs and are also in session on many of the days that Morris Hills Regional District is closed. Students are encouraged to make arrangements for non-mandatory college appointments and tours during these times. If a junior or senior chooses to visit a college, university or other form of career education (technical schools, military, etc.), students should meet the following conditions for the day to be excused:
   a. A Junior or Senior may request up to two (2) college visits per school year. Any absences beyond this will be recorded as an unexcused absence.
   b. Visitations requiring airfare will be reviewed on a case by case basis and must include extenuating circumstances to exceed the allowable two (2) days per year.
   c. Attendance should be notified at least two (2) weeks prior to the student’s absence with a parent note and appointment confirmation from the college or university.
   d. Within one week after your visit, please bring in written proof stating the date and time of your visit on college letterhead.
   e. Any absence due to a college visitation or other form of career education (technical schools, military, etc.) will forfeit a student’s eligibility for perfect attendance.

Failure to follow this procedure will result in the days being recorded as an unexcused absence. Please note that college visits by a Freshman or a Sophomore will not be excused.

C. Late to School and Class
1. All tardiness to school will be counted toward the total number of absences for a student in a course unless that lateness is the result of the late arrival of a district school bus.
2. Students who report late to class (ten minutes or less) without an appropriate pass shall accrue one-half (1/2) of a student absence in the class period. If a student has B lunch and arrives late to class twice in one block, he/she will be disciplined in accordance with school discipline policy.
3. Students who are more than ten (10) minutes late to class without an appropriate pass shall be considered as absent from the class. If a student misses more than twenty (20) minutes of Blocks 1 or 5, then he or she is considered absent from that class.
4. Students who attend a prom and are not in attendance by 7:30 AM on the first day of school following a prom date will be considered truant and disciplined accordingly.
5. Consistent tardiness to school or to classes (including an assigned study hall) will result in disciplinary action being taken with the pupil.

D. Early Dismissal
1. Students requesting an early dismissal from school must present a written parental note to a school administrator indicating the reason and the time for early dismissal. This note should be submitted no later than 7:30 on the morning of the requested dismissal. Early dismissal from school is not considered an excused absence unless the student submits proper documentation (i.e.: doctor’s or dentist’s note). The duration of time excused for appointments will be evaluated on a case by case basis.
2. The principal or his/her designee will recognize the following emergencies which create a legitimate need for early dismissal from school or class providing the pupil presents satisfactory proof to justify the dismissal:
   a. Illness/injury verified by the school nurse. Parents must make provisions for transportation home, or the student will not be dismissed.
   b. Appointment with a physician or a dentist. A note with the doctor's name and office telephone number should be presented. The appointment dates/times are subject to verification by an administrator.
   c. A driver's road test by appointment only with an appointment slip presented for verification.
3. Whenever possible, appointments for students should be made outside of school hours. If appointments during school time are unavoidable, students should return to school, time permitting, in order to minimize the loss of class time and the accumulation of class absences.
4. As is true of any absence from class, student absences from courses resulting from early dismissal in excess of ten (10) minutes will be counted as classroom absences and may contribute to the loss of credit in a course.
5. A parent/guardian/or emergency contact designee picking up a student must report to the attendance office and be prepared to show proof of identity.
6. Each year students are given an opportunity for early dismissal on the day of the Junior and Senior Proms.

Juniors:

Student absences from courses resulting from an early dismissal because of the prom will be counted as unexcused classroom absences. Only those students whose names appear on the prom lists are eligible for early dismissal. Students must submit an Early Dismissal Request Form to the Attendance Office by the date indicated in the letter sent home to parents and announced at the junior class meeting. Forms submitted after the deadline date may not be honored. Parent notes, emails or faxes after the deadline will also not be honored. We will only release students early without a completed form if a parent/guardian or emergency contact listed on Aspen/FamilyID
comes into the building and signs the student out through the Attendance Office. No junior may be dismissed earlier than 12:10 PM on the day of the prom.

**Seniors:**

*All* seniors will be dismissed at 12:10 PM on the day of the MK senior prom regardless of whether they are attending the prom. No student will be permitted to leave earlier than the above listed time. Student absences after 12:10 PM on the day of the MK prom only will be counted as excused absences. Seniors who are bringing an underclassman to the prom, must have their date submit an Early Dismissal Request Form to the Attendance Office by the date indicated in the letter sent home to parents and announced at the senior class meeting if they wish to leave before 2:27 PM. **Forms submitted after the deadline date may not be honored.** Parent notes, emails or faxes after the deadline will also not be honored. We will only release students early without a completed form if a parent/guardian or emergency contact listed on Aspen/FamilyID comes into the building and signs the student out through the Attendance Office.

*Students who request an early dismissal to attend a prom at a high school other than Morris Hills, will accrue unexcused absences from any classes they miss more than 10 minutes of per the district attendance policy.*

E. **Make-up work when a Student is Absent**

1. In the event that a student must be absent from school, all work must be made up. Work missed due to a short absence must be made up by the second class meeting (after an absence). This provision does not apply to long-term assignments. In all but the most unusual cases, make-up work must be completed before the next grading quarter begins. (See also “Incomplete Grades”).
2. Students who are absent from class for reasons such as truancy, cutting or unauthorized departure from school will not be granted make-up work provisions and will receive a zero in the classes missed. Teachers will verify, in Aspen, whether the above conditions exist before assigning a zero.
3. Homework may be requested by calling the Guidance Office at (973) 664-2210. It will be available for pickup 24 hours after the request is made.

F. **Parent Notification of Student Absences**

1. Parents will be notified in Aspen of a student's fourth and eighth absence from a full year course; third and sixth absence from a three-quarter course; second and fourth absence from a semester course; and second absence from a quarter course.
2. The Aspen parent portal and pupil quarterly report cards will provide parents and students with the pupil's attendance status in each class by noting the total absences a pupil has accrued which may be counted toward a loss of credit in a course.
3. If a student exceeds the number of absences in the chart below, then he/she is eligible to lose credit in the course. Although there is a minimum credit requirement for students, if a student exceeds the number of absences listed in the chart below, he or she is eligible to lose credit in the course and may be removed from the class, regardless of the number of credits he or she will maintain. At this point, parents will be notified of their right to appeal the student's loss of credit in a class or classes.
<table>
<thead>
<tr>
<th>NAME OF COURSE</th>
<th>ALLOWABLE NUMBER OF ABSENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full year courses,</td>
<td>8</td>
</tr>
<tr>
<td>i.e.: World History CPB</td>
<td></td>
</tr>
<tr>
<td>Chemistry H</td>
<td></td>
</tr>
<tr>
<td>Algebra 1 CPA</td>
<td></td>
</tr>
<tr>
<td>Half year courses,</td>
<td>4</td>
</tr>
<tr>
<td>i.e.: Criminology</td>
<td></td>
</tr>
<tr>
<td>Sports and Entertainment Marketing</td>
<td></td>
</tr>
<tr>
<td>Geology</td>
<td></td>
</tr>
<tr>
<td>Three-quarter course,</td>
<td>6</td>
</tr>
<tr>
<td>i.e.: Physical Education</td>
<td></td>
</tr>
<tr>
<td>Quarter course,</td>
<td>2</td>
</tr>
<tr>
<td>i.e.: Health</td>
<td></td>
</tr>
</tbody>
</table>

G. Attendance Appeals Committee

1. The Attendance Appeals Committee will meet on a weekly or as needed basis throughout the year to fulfill its assigned function. Consisting of teachers and administrators, the basic purpose of this committee will be to make recommendations to the building principal on all appeals resulting from the implementation of the attendance policy.

2. The Attendance Appeals Committee may require documentation in the form of doctor's notes, court appearance notes or other pertinent data. This information should be made available to the committee upon request, with the understanding that said data will be considered, but not necessarily accepted, as reason for granting an appeal.

3. All attendance appeals are to be made through the Attendance Office. Any questions regarding this Committee should also be directed to the Attendance Office. The telephone number of the Attendance Office is 973-664-2229.

SENIOR SIGN IN/SIGN-OUT PRIVILEGES: GUIDELINES

Seniors may be granted sign-in and sign-out privileges if they are enrolled in Block 1, 4, 5, or 8 study hall and meet the requirements of the Senior Privilege process. There will be no sign-in or sign-out privileges granted during blocks 2, 3, 6, and 7.

1. All students with sign-in privileges must report to class by 9:02 AM. Seniors with sign-out privileges may leave no earlier than 12:59 PM (Refer to the contract regarding days of alternate bell schedules).

2. Parents and students are required to acknowledge and sign the Senior Privilege Contract. Any violations of the contract may result in the following:

   1st offense: Warning
   2nd offense: Suspension of privileges
   3rd offense: Indefinite suspension of privileges

3. All seniors who are requesting sign-in or sign-out privileges must do so through the Attendance Office. No student will be granted sign-in or sign-out privileges without written parental consent and verification by the Attendance Office.
Seniors who have been removed from a Block 1, 4, 5 or 8 class due to a violation of the attendance/discipline policy and placed into a study hall will not be granted any senior privileges and will remain in the assigned study hall. In addition, seniors who are medically excused from their Physical Education classes will also not be granted any senior privileges.

**RULES FOR STUDENTS ATTENDING MORRIS COUNTY SCHOOL OF TECHNOLOGY (MCST)**

Attendance will be taken before students board the school bus to MCST. Students who miss the bus will be marked tardy and must remain in study hall. In an emergency, if a parent/guardian needs to drive a student to MCST, that parent must notify the attendance office by phone 973-664-2229.

Failure to do so will result in an In-School Suspension (ISS) for a first offense and an Out-of-School Suspension (OSS) for all subsequent offenses.

No student is allowed to drive to or from MCST without administrative permission and doing so will result in immediate disciplinary action. Administrative permission for a student to drive will only be granted for extenuating circumstances and only with written permission from a parent/guardian.

**PARTICIPATION IN SCHOOL FUNCTIONS**

No student may participate in a school function unless he/she is in attendance during the regular school day. Any exception must be secured from either the Principal or the Assistant Principal.

**RELIGIOUS HOLIDAYS**

The MORRIS HILLS REGIONAL DISTRICT Board of Education recognizes the right of the students to observe the religious holidays of their faith and therefore states:

1. Any pupil absent from school because of a religious holiday may not be deprived of any award or of eligibility or opportunity to compete for any award because of such absence.
2. Pupils who miss a test or examination because of absence on a religious holiday, must be given the right to take an alternate test or examination.
3. To be entitled to the privileges set forth above, the pupil must present a written excuse signed by a parent or person standing in place of a parent.
4. Any absence because of a religious holiday must be recorded in the school register or in any group or class attendance record as an excused absence.
5. Such absence must NOT be recorded on any transcript or application or employment form or on any similar form.
6. The Commissioner, with the approval of the State Board of Education, is required:
   a. To prescribe such rules and regulations as may be necessary to carry out the purposes of this act.
   b. To prepare a list of religious holidays on which it shall be mandatory to excuse a pupil. The list, however, is to be a minimum list. Boards of education, at their discretion may add other days to the list for the schools of their districts.

Permission for an excused religious holiday will be granted if the holiday is recognized by the NJ Department of Education. A list of religious holidays recognized by the NJ Department of Education is listed on the last pages of the handbook.
PERFECT ATTENDANCE

The Perfect Attendance Policy is intended to recognize and reward students who, except for the reasons defined below, are present for every block of instruction every day of the school year. This policy is separated and distinct from Board Regulation #5200 which clearly delineates reasons for an excused absence. Any absence, except those listed below, of more than 10 minutes from a block will constitute an absence, and thus make a student ineligible for the Perfect attendance Award.

The following acceptable reasons will not be held against a student striving from perfect attendance:

1. The student has an appointment with the Division of Motor Vehicles to take his/her road test during the school year.
2. The student is required to take a test or participate in an interview or audition for admission to a program or college and it cannot be scheduled outside the school day. A letter from the college verifying this requirement must be on file in the attendance office.
3. The student is required to appear in a court of law for reasons other than paying a traffic ticket or pleading guilty or no contest to a criminal charge. Appearance in court for an offense that the student is subsequently found guilty will make the student ineligible for the Perfect Attendance Award.
4. The student has a death in the immediate family. An immediate family member is defined as the mother/father/sibling/grandparent or other legal relative of a similar nature who resides in the same house as the student.
5. The student is excluded from attending school for public health and/or safety reasons and it is not the health of the student that is the cause of the absence.
6. The student is participating in a school sponsored field trip or he/she is a member of a club or athletic team participating in an event that interferes with the school day.

Any appeals for denial of the Perfect Attendance award will be heard by the Superintendent of Schools.

Each year students who meet the criteria of perfect attendance will receive a congratulatory letter from the principal and a pin signifying their accomplishment.

PERFECT ATTENDANCE: COLLEGE VISITATIONS

Students who plan to attend college after high school are encouraged to visit the colleges and universities to which they are going to apply. Most colleges offer Saturday Open House program and are also in session on many of the days that the Morris Hills Regional District is closed. Students are encouraged to make arrangements for non-mandatory college appointments and tours during these times.

If a junior or senior chooses to visit a college, university, or other form of career education (technical schools, military, etc.) students should meet the following conditions to be excused:

1. Juniors and seniors are permitted two excused college visits per school year. Additional absences will be recorded as unexcused absences.
2. If additional days are necessary, students must meet with the Attendance Administrator to discuss extenuating circumstances such as extended travel days, placement testing, etc.
3. Within one week after the visit, please bring in written proof stating the date and time of the visit on college letterhead.
4. **Any absence due to a college visitation or other form of career education (technical schools, military, etc.) will forfeit a student’s eligibility for perfect attendance.**

Failure to follow this procedure will result in the days being recorded as an unexcused absence.
HEALTH SERVICES

A Health Office is provided for student use, and it is staffed with two full time registered nurses. Students coming to the Health Office after 7:30 a.m. (MK) and 8:05 a.m. (MH) or between classes must present an authorized pass, except in the case of an emergency.

PHYSICAL EXAMINATIONS

All Grade 9 students and new entrants in the school are required to have a comprehensive physical examination which includes ears, nose, heart, lungs, hernia, and back. This examination must be completed by your personal physician, with the results of the examination documented on the district Medical Examination Form. This form must be returned to the health office within 30 days upon enrolling into school. Medical forms may be obtained in the nurse’s office or on the district web site.

SCREENINGS

All screenings will be conducted in school by the certified school nurses. The following screenings are required by the state.

- Grade 10 height, weight, blood pressure and hearing
- Grade 11 height, weight, blood pressure, scoliosis and vision
- Grade 12 height, weight and blood pressure

The school district shall provide for the notification of the parent of any student suspected of deviation from the recommended standards.

PHYSICAL EDUCATION EXCUSALS

In order for students to be excused from participating in Physical Education class, a physician’s note must be presented which states the diagnosis and the length of time to be excused. If the length of excusal exceeds ½ the marking period, said student must complete a medical packet to receive a grade for that quarter.

A note from a student’s parent will not be accepted as an excuse from Physical Education classes. The student who presents a parental note is expected to dress for class and participate. Students with a doctor’s note or a note from the hospital will be sent to the nurse and excused. If the excuse is longer than a week, the student will report to his/her guidance counselor to be assigned to a study hall.

If a medical excuse exceeds more than half the marking period days, the student will receive a “medical” for that marking period with a loss of 1.25 credits unless the student completes a state mandated physical education packet obtained through the Health and Physical Education Department. At the conclusion of the medical excuse, a doctor’s release note is required to resume participation.
Students who are able to participate in P.E. classes but possess a medical condition (such as, but not limited to, an orthopedic condition, asthma, diabetes and/or allergies requiring self-medication) which, at times, creates the need for activity limitations must report this condition to the Health Office and inform his/her P.E. instructor. A Restrictive Physical Education form must be completed by the student’s doctor. If a student has a yearly medical or restrictive form for physical education, that form must be updated annually.

**MEDICATION**

During the school year, your child may need to take medication during school hours. The school will not supply over-the-counter (OTC) medications to students. Students requiring prescribed and/or OTC medications during school must submit the district medication form, which may be obtained in the nurse’s office or on the district website. This form must be signed by a parent/guardian and legally authorized prescriber. Prescription medication must be in the original bottle with prescription label (Ask the pharmacist to provide two bottles with proper prescription labels so that you can have one for home and one for school). All OTC medications must be in the original manufacturer’s packaging. All medications should be delivered to school by the student’s parent/guardian. These medications are not to be carried on the student’s person or kept in a student’s locker. All prescribed medications, as well as OTC medication for students, must be kept in the Health Office. **Medications should be picked up by the student’s parent/guardian at the end of the school year.**

**ILLNESS/ACCIDENT**

In case of illness during the school day, students must report to the School Health Office. **STUDENTS WILL NOT BE PERMITTED TO LEAVE THE SCHOOL GROUNDS** because of illness without the school nurses’ medical sanction. All extended absenteeism will be investigated as to the student's illness and length of absence.

Following hospitalization, surgery, prolonged illness, or absences of five days or more, all students are required to re-enter school through the Health Office, accompanied by a note from the attending physician which includes the diagnosis and the date of readmission to school. Students then report to the Attendance Office with a Health Office note certifying their ability to return to class.

Any student who is injured must report the injury to the supervising staff member immediately. An accident form must be completed in the Health Office within twenty-four hours of the incident. This applies to field trips and any school sponsored functions. Medical Emergency forms must be completed and returned to first block teachers the first week of school.

**SELF-MEDICATION**

According to Morris Hills Regional District Board of Education Policy #5330, no medication will be administered to pupils except by the school nurse. The policy includes an exception for self-administered medication for pupils with asthma and other potentially life-threatening illnesses.*

*
1. Any parent requesting permission for their student to self-medicate in school may obtain forms from the nurse or District Website for the Asthma Treatment Plan, Emergency Healthcare Plan for Allergic Reactions and/or the Diabetic Student with Severe Hypoglycemia and Self Medication Form.
2. Orders for diabetes maintenance in school should be obtained from the student’s healthcare provider.
3. The above forms must be used for potentially life-threatening illnesses only and must be completed by the parent/guardian and legally authorized prescriber.
4. The completed form should be returned to the school nurse in the health office.
5. The form needs to be completed for each school year and maintained on file in the health office.
6. As outlined in Policy #5330: "Pupils self-administering medication shall report each incident to a teacher, coach, or other individual designated by the school district to be in charge of the pupil during school activities.
7. The privilege of self-administering medication may be revoked when the pupil has failed to comply with school policy and the tenets of the agreement to self-medicate.
8. The Board of Education and its employees shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil.

The New Jersey State Department of Health and the New Jersey Chapter of the American Academy of Pediatrics have developed the following definition for life-threatening illness for use with our District policy: *Life-threatening illness means an illness or condition that requires an immediate response to specific symptoms or sequelae that if left untreated may lead to potential loss of life such as, but not limited to, the use of an inhaler to treat an asthma attack or the use of an adrenaline injection to treat a potential anaphylactic reaction. Source: 18A:40-12.3

**CONTAGIOUS DISEASES**

Students will not be permitted to enter school or classrooms after a contagious disease or medical exclusion without a medical clearance from their private medical doctor and a medical re-entry certificate from the school nurse. Students must be fever free for 24 hours before returning to school.

Students will be **MEDICALLY EXCLUDED** from school for insufficient immunizations as ruled by the Board of Education and New Jersey State Department of Health Regulations. The students may not re-enter school without the necessary medical affidavits.

**SAFETY**

Each student should be extremely aware of good safety procedures. Safety should be practiced in the classroom, halls, on the playing fields, buses and all areas of the school and community. Practice common sense, follow rules and regulations, and be aware of potential hazards and exercise good judgment. If these suggestions are followed, accidents can be avoided. Students enrolled in industrial arts, vocational, family and consumer sciences, and technical education must wear eye protection in accordance with 18A:40-12.1.
STUDENT INSURANCE

Student accident insurance will be made available on a direct contract basis with the insurance company selected by the Board of Education. Information regarding optional student insurance was mailed to all Freshman parents in August. Anyone needing a form may pick one up in the General Office. Additionally, interscholastic athletic insurance, including band, cheerleaders, twirlers, and flag bearers, will also be covered by the Board of Education. This policy will define the extent of the coverage. Please note that these policies are written on an excess basis and bills must be first submitted to the parents’ basic and major medical carriers.

This plan insures the student while:

1. **AT SCHOOL:** During the hours and on the days when school is in regular session.
2. **TRAVELING:** Directly to and from the student's residence and the school, for regular school sessions, for such travel time as required, but not exceeding one hour before regular school classes begin, and not more than one hour after regular school classes are dismissed, unless additional travel time on the school bus is required subject to "No-Fault" auto coverage.
3. **AT SCHOOL SPONSORED ACTIVITIES:** Participating in or attending an activity exclusively organized, sponsored, funded and solely supervised by the School and School employees, including travel directly to or from such activity in a vehicle furnished by the School and supervised by School employees.
4. **ATTENDING ACADEMIC SUMMER CLASSROOM SESSIONS:** Solely sponsored and solely supervised by the School.
Morris Hills High School and Morris Knolls High School are members of the NJSIAA, the NJAC (Northwest Jersey Athletic Conference), the Morris County Ice Hockey League, the North Jersey Super Football Conference, the New Jersey Interscholastic Lacrosse League, the New Jersey Interscholastic Girls Lacrosse League, and are represented by the following athletic teams:

**Fall:**
- Cheerleading
- Cross Country (Boys and Girls)
- Field Hockey (Girls)
- Football
- Soccer (Boys and Girls)
- Tennis (Girls)
- Volleyball (Girls)

**Winter:**
- Basketball (Boys and Girls)
- Bowling (Co-Ed)
- Cheerleading
- Fencing (Boys and Girls)
- Ice Hockey (co-op, Morris Knolls and Morris Hills)
- Indoor Track (Boys and Girls)
- Swimming (Boys and Girls)
- Wrestling

**Spring:**
- Baseball
- Golf (Co-Ed)
- Lacrosse (Boys and Girls)
- Outdoor Track (Boys and Girls)
- Softball
- Tennis (Boys)

In addition to regularly scheduled contests, Morris Hills and Morris Knolls participate in county, state, and invitational athletic competition, and thus far have compiled an enviable record in these activities.

All athletic schedules can be found on the school website or on nwjerseyac.com.

**SPORTSMANSHIP**

The NJSIAA, NJAC, and Morris Hills Regional School District emphasize the importance of good sportsmanship. The behavior of students, coaches and fans are guided by certain principles or expectations that we should all strive to meet. The following statements, in addition to the NJAC Code of Conduct, will serve as a guide to everyone’s actions while in attendance at Morris Hills High School and Morris Knolls High School athletic events.
1. Gain an understanding and appreciation for the rules of the contest.
2. Exercise representative behavior at all times.
3. Recognize and appreciate skilled performances, regardless of affiliation.
4. Exhibit respect of the officials.
5. Display openly a respect for opponents at all times.
6. Display pride in your actions at every opportunity.

**NORTHWEST JERSEY ATHLETIC CONFERENCE CODE OF CONDUCT**

1. Accept the decision of the officials.
2. Do not endanger the safety or comfort of players, coaches, officials and/or school administration.
3. Refrain from actions which are deemed unsportsmanlike by the officials and/or school administration.
4. Spirit signs, noisemakers, food and drinks are prohibited in the gym.
5. Violation of this code may result in ejection.

**SPECTATOR CODE OF CONDUCT**

1. Recognize that it is a privilege to attend athletic contests.
2. Cheer positively for your team.
3. Verbal harassment will not be tolerated.
4. Respect the integrity and decisions of officials.
5. Support our efforts to make sportsmanship a high priority.

Inappropriate behavior may result in the loss of attendance privileges for one or more games.

Please help us maintain the highest standards of good sportsmanship and fairness. Morris Hills High School asks you to join us as a partner with students and staff of our conference to maintain an educationally sound and positive environment.

Morris Hills High School asks that you refrain from negative comments or cheers concerning players, coaches, and officials and observe all NJAC conference sportsmanship regulations.

**ATHLETIC TRANSPORTATION**

The following district procedures are to be followed regarding the transportation of student athletes to and from all athletic contests and practices:

1. Students (athletes on a team trip or shuttle) must travel on our buses to and from that athletic event.
2. Athletes are not permitted to drive to away events.
3. On occasion, there may be need for a student to be transported home by a parent or guardian. If this need should arise, the following steps must be followed:
   a. The principal and the athletic director must co-sign the request.
   b. The parents/guardians are the only ones who may transport their son or daughter.
   c. No requests will be honored if these steps are not followed.
ACADEMIC ELIGIBILITY POLICY

The MHRD Board of Education believes that students who participate in interscholastic athletics, cheerleading, marching band, band front, class and student government, student publications, and other co-curricular activities which necessitate extensive time for participation, should maintain a standard of academic performance that is consistent with the philosophy and purpose of our schools. Therefore, the Board of Education shall require standards for participation.

In addition to maintaining the academic standards prescribed in the district's eligibility policy, it is also expected that the students noted above demonstrate behavior commensurate with the expectations of the district.

In general, these expectations include, but are not limited to:

1. Maintaining a positive image that will be perceived by the school and community as exemplary.
2. Showing respect for other people and their property.
3. Strictly adhering to the MHRD code of conduct and attendance policies as outlined in the student handbook.
4. Being a positive role model for other students both in the school and the community.

ACADEMIC ELIGIBILITY REQUIREMENTS

<table>
<thead>
<tr>
<th></th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen</td>
<td>Must have been promoted from the eighth grade.</td>
<td>Must be passing 30 credits of the courses in progress.</td>
</tr>
<tr>
<td>Sophomores</td>
<td>Must have passed 30 credits in the ninth grade.</td>
<td>Must be passing 30 credits of the courses in progress.</td>
</tr>
<tr>
<td>Juniors</td>
<td>Must have passed 30 credits in the tenth grade and have accrued 60 total credits.</td>
<td>Must be passing 30 credits of the courses in progress.</td>
</tr>
<tr>
<td>Seniors</td>
<td>Must have passed 30 credits in the eleventh grade and have accrued 90 total credits.</td>
<td>Must be passing 30 credits of the courses in progress.</td>
</tr>
</tbody>
</table>

MORRIS HILLS REGIONAL DISTRICT ATHLETIC DEPARTMENT RULES AND REGULATIONS

The following rules and regulations are expected to be followed by each member of a Morris Hills Regional District athletic team.
1. A physical examination will be required of all team members.
2. All student athletes must meet the academic eligibility requirements of the Morris Hills Regional District.
3. All prospective student-athletes and their parent/legal guardian must consent to New Jersey State Interscholastic Athletic Association Steroid Testing and Random Drug and
Alcohol Testing.
4. Athletes must report injuries immediately to the trainer or the coach. This should take place no later than the morning following the injury.
5. Team members are responsible for all uniforms and equipment issued by the school. Students must compete in the official school uniform. All equipment must be returned prior to any awards or before participation in another sport commences. The student athlete is responsible for the payment of lost or stolen equipment.
6. Respect for the condition of the locker room and the belongings of others are mandated for student athletes.
7. Team members will conduct themselves as ladies and gentlemen during practices, at contests, or while traveling as a member of the team. Unsportsmanlike behavior or a disregard for the principles of fair play will be cause for dismissal from the team.
8. Disrespect toward school authorities may result in a parental conference and dismissal from the team. Excessive absences or tardiness will not be tolerated. School detention is not excusable for lateness to practice or a game.
9. All athletes are expected to attend all practices and contests unless they are excused by the coach. Squad members must attend school by the end of block 2 and 6 in order to practice or compete, unless they are excused by the administration of the school.
10. During transportation on school vehicles, all athletes are expected to behave in an orderly fashion and remain seated at all times. Athletes must use school transportation to and from contests or practices. Use of any other means of transportation is prohibited unless approved directly by the principal. When practice is over, team members must wait in designated areas for transportation home.
11. Individual team rules will be clearly defined by each head coach and passed out to each team member.
12. All athletes are subject to the rules and regulations of the N.J.S.I.A.A.
13. All athletes will not allow themselves to be hazed. Any athlete witnessing a hazing incident should report such incident to his/her coach and/or a school administrator. Hazing will not be condoned at any time by any student.
14. Any athlete who has a medical excuse from Physical Education is prohibited from participating in athletic practices and games for the duration of the excusal.

In addition to the rules and regulations for individual sports, the following procedures have been adopted by the Morris Hills Regional District Athletic Department to provide uniformity and continuity in determining disciplinary action for the more serious violations of our Athletic Code.

PURPOSE
1. To further clarify the action that will be taken for violations of the Athletic Code.
2. A student will be governed by the policy from the first day of involvement in the Morris Hills Regional District Athletic Program until graduation.
3. All athletes and team support personnel (i.e., stats, managers, and cheerleaders) will be subject to these regulations.
4. As a student at Morris Hills High School and Morris Knolls High School, it must be understood that all athletes are responsible for adhering to all general disciplinary regulations set forth in the student handbook.
5. Individual coaches may have additional team regulations and penalties that must be adhered to by team members and team support personnel.
CODE VIOLATIONS AND DISCIPLINARY ACTION for a student who is involved with illicit drugs, alcohol, steroids or other controlled or dangerous substances including any chemical or chemical compound that releases vapors or fumes causing an indication of intoxication shall be as follows:

1. **First Offense:** Any time an athlete is found to be involved with substances at school or any school sponsored event and is in season according to NJSIAA established dates, the athlete is suspended from the team for any regular season games for a period of seven (7) calendar days from the time he/she is known to be involved and informed of his/her suspension. The period of suspension must include a minimum of at least one athletic contest. The athlete will be referred to the SAC and will be subject to Board Policy #5530.

2. **Second Offense:** Any time an athlete is found to be involved with substances at school or any school sponsored event and is in season according to NJSIAA established dates, the athlete is suspended from that team for the remainder of the season. The athlete will be referred to the SAC and will be subject to Board Policy #5530.

3. **Third Offense:** Any time an athlete is found to be involved with substances at school or any school sponsored event and is in season according to NJSIAA established dates, the athlete is prohibited from participation in any further athletic or student activities that have eligibility standards for the remainder of their high school career. He/she is referred again to the SAC and is again subject to Board Policy #5530.

CODE VIOLATIONS AND DISCIPLINARY ACTIONS for any student who is involved with tobacco products, e-cigarettes or vaping devices in any form is as follows:

1. **First Offense:** Any time an athlete is found to be involved with tobacco products, e-cigarettes or vaping devices in school or any school sponsored event and is in season according to NJSIAA established dates, the athlete is suspended from the team for any regular season games for a period of seven (7) calendar days from the time he/she is known to be involved and informed of his/her suspension. The period of suspension must include a minimum of at least one athletic contest. He/she is subject to Board Policy #5533, but may attend and participate in practices.

2. **Second Offense:** Anytime an athlete is found to be involved with tobacco products, e-cigarettes or vaping devices in school or any school sponsored event and is in season according to NJSIAA established dates, the athlete is suspended from the team for any regular season games for a period of fourteen (14) calendar days from the time he/she is formally informed. The period of suspension must include a minimum of at least one athletic contest. In either case, he/she is subject to Board Policy # 5533 and must show proof that he/she has entered and is currently enrolled in a “Smokenders” type of program at the athlete’s expense. The athlete may attend and participate in practices during the suspension period.

3. **Third Offense:** Anytime an athlete is found to be involved with tobacco products, e-cigarettes or vaping devices in school or any school sponsored event and is in season according to NJSIAA established dates, the athlete is suspended from the team for the remainder of the season. He/she must show proof of having completed a second course such as “Smokenders” at their expense, before being permitted to start another sport. The student is still subject to Board Policy #5533.
4. **Fourth Offense**: Anytime an athlete is found to be involved with tobacco products, e-cigarettes or vaping devices in school or any school sponsored event and is in season according the NJSIAA established dates, the athlete is suspended from all further athletic or student activities that have eligibility standards for the remainder of their high school career. The athlete is still subject to Board Policy #5533.

**SCHOOL DISCIPLINARY ACTION**

All violations of school board policy dealing with the above codes at any time while the student is participating in a school function will be reported immediately to the school administrator in charge of discipline. Any disciplinary action will be determined by the severity of the offense.

Other violations of School Board Policy at any time while the student is participating in a school sport activity will be reported immediately to the school administrator in charge of discipline for the appropriate action. Actions of a more severe nature in violation of these athletic codes may be taken by the school administration or law enforcement.

**RANDOM ALCOHOL & DRUG TESTING PROGRAM**

As per Morris Hills Regional School District Board of Education Policy #2435, consent for random alcohol testing and drug testing shall be mandatory for any pupils who elect to participate in athletics.

**CONSENT FOR RANDOM STEROID TESTING**

As per New Jersey Interscholastic Athletic Association policy, consent for random steroid testing shall be mandatory for any pupils who elect to participate in athletics.

**IMPACT CONCUSSION MANAGEMENT PROGRAM**

In order to better manage concussions sustained by our student athletes, the Morris Hills Regional School District uses the ImPACT (Immediate Post Concussion Assessment and Cognitive Testing) Program. This computerized exam is administered to athletes beginning with sports programs that have a higher risk of head injury and then expanding to other teams as necessary. The protocol involves a 35 minute test with the following components: Verbal Memory Composite, Processing/Visual Motor Speed Composite, Visual Memory Composite, Reaction Time Composite and Impulse Control. The program also includes background information on the student, including questions on health history, current health habits and past treatments. Copies of the questions are available for review in the athletic office in your school. This web-based program is completely confidential and password protected. You can learn about the test by visiting the website: [www.impacttest.com](http://www.impacttest.com).

If a head injury and a concussion are suspected, the athlete will be required to retake the ImPACT test once they are symptom free. The appropriate medical professionals will then review both the pre-injury (baseline) and post-injury test data in order to evaluate the extent of the injury. This, along with other information, will enable these medical professionals to determine when it is safe for the injured athlete to return to play. As always, if an injury of this nature occurs the parents of the student-athlete will be contacted with all of the details.
These measures are being utilized as a means to keep health and safety at the forefront of the student-athletic experience. Morris Hills and Morris Knolls are two of over 100 secondary schools in New Jersey that are using this software as a way to address the serious sports-related issue of concussions.

**ATHLETIC AWARDS**

Student athletes shall receive an athletic award upon successful completion of the season from the school if they fulfill the requirements for each sport and have the approval of the coach of that sport and the Supervisor of Student Services/Athletics. This initial award (Varsity) will be in the form of an athletic M.K. monogram and and the second Varsity award will be a Sport Pin. Subsequent varsity letter awards will be Brass Bars. Junior Varsity players receive a monogrammed patch - same standards as varsity awards. Second awards will receive a certificate. All Freshmen receive their graduating year numerals. Second awards will receive a certificate.

**REQUIREMENTS FOR VARSITY LETTER**

<table>
<thead>
<tr>
<th>Sport</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball/Softball</td>
<td>1/2 total innings</td>
</tr>
<tr>
<td></td>
<td>pitchers 1/3 number of games</td>
</tr>
<tr>
<td>Boys &amp; Girls Basketball</td>
<td>1/2 number of game quarters</td>
</tr>
<tr>
<td>Bowling</td>
<td>1/2 number of varsity matches</td>
</tr>
<tr>
<td>Boys &amp; Girls Cross Country</td>
<td>Points for 1/2 of meets</td>
</tr>
<tr>
<td>Boys &amp; Girls Fencing</td>
<td>1/2 number of varsity matches</td>
</tr>
<tr>
<td>Football</td>
<td>1/2 of the total game quarters</td>
</tr>
<tr>
<td>Girls Field Hockey</td>
<td>1/2 of total games</td>
</tr>
<tr>
<td>Boys &amp; Girls Winter Track</td>
<td>Participation in 70% of all varsity meets</td>
</tr>
<tr>
<td>Boys &amp; Girls Spring Track</td>
<td>Average of one point per meet</td>
</tr>
<tr>
<td>Golf</td>
<td>1/2 of total matches</td>
</tr>
<tr>
<td>Ice Hockey</td>
<td>1/2 total number of periods</td>
</tr>
<tr>
<td>Boys &amp; Girls Soccer</td>
<td>1/2 total number of games</td>
</tr>
<tr>
<td>Boys &amp; Girls Tennis</td>
<td>1/2 of total matches</td>
</tr>
<tr>
<td>Girls Volleyball</td>
<td>1/2 number of varsity matches</td>
</tr>
<tr>
<td>Wrestling</td>
<td>1/3 number of varsity matches</td>
</tr>
</tbody>
</table>
Boys & Girls Swimming  
Score one more point than twice the number of dual meets in the season

Boys & Girls Lacrosse  
1/2 of total of halves/periods

Junior Varsity  
Jr. Varsity players receive a monogrammed Patch – same standards as varsity awards

Freshmen Awards  
All freshmen receive their graduating year numerals

Note: The ultimate decision in the granting of the above awards rests with the head coach and the Supervisor of Interscholastic Sports.

**INTERSCHOLASTIC ATHLETIC AND CO-CURRICULAR PHYSICAL EXAMINATIONS**

The Morris Hills Regional District Board of Education recognizes the need to administer a medical examination to all candidates and participants for the District's Interscholastic Athletic Teams as well as Marching Band and Cheerleading. These rules and regulations serve to implement Board Policy No. 2431 and New Jersey Administrative Code 6:29-6.4. Students examined by their private physician will do so at their own cost. Each candidate for a school athletic squad or team is to be examined within 365 days prior to the first practice session. A candidate may not participate in a practice or a game until this form is reviewed by the District Medical Inspector. Clearance by the sponsored physician is not sufficient.

Good physical condition, freedom from injury, and full recovery from illness are prerequisites to participation in athletic competition and practice for such competition. A candidate for a place on an athletic team or squad must receive a medical examination conducted at least once in each school year and must be approved by the school medical inspector, not more than 365 days prior to the first practice session for the sport of their choice. The school medical inspector may accept the report, on a form provided by the district, of a medical examination conducted, at no expense to the Board, of the pupil's personal physician.

The medical examination conducted to determine the fitness of a candidate for athletic competition must include, as a minimum, the medical history information and physical assessments set forth in rules of the State Board of Education and incorporated in their entirety in regulations implementing this policy.

The school medical inspector shall determine the pupil's physical fitness to participate in athletics. Written notification of that determination, signed by the school medical inspector or team doctor, shall be given to the pupil's parent or guardian and shall include the reasons for the approval or disapproval of the pupil's participation. The health findings of the medical examination shall be filed in the pupil's health examination record, subject to Board policy on pupil records. A form that is incomplete shall be returned to the medical home for completion.
NO ATHLETE CAN PRACTICE OR PLAY WITHOUT PASSING A PHYSICAL. CANDIDATES MAY NOT PARTICIPATE IN PRACTICE OR CONTESTS UNLESS THEY HAVE A CLEARANCE BY A DISTRICT MEDICAL INSPECTOR. CLEARANCE BY A PERSONAL PHYSICIAN IS NOT SUFFICIENT.

ANY QUESTIONS REGARDING SUMMER PHYSICALS WILL BE ADDRESSED BY CALLING THE ATHLETIC OFFICE AT 973-664-2238.

ATHLETIC PHYSICAL EXAMINATION PROCEDURES

All students who will participate in the athletic program or marching band are required to obtain a physical examination as per Morris Hills Regional District Policy. A new physical is required every 365 days.

Students may obtain the physical examination from either their private physician or through the Urgent Care Center at 600 Mt. Pleasant Avenue in Dover, NJ (973-989-0800) for the estimated cost of $75.00 or First Primary Medical Care at 3175 State Hwy. 10 East, Suite 500, Denville (973-891-1213) for the estimated cost of $85.00.

MORRIS KNOLLS ATHLETIC CLEARANCE PROCEDURES

Morris Knolls High School is now using the convenience of online registration for athletic programs, using a secure online platform called FamilyID. FamilyID is a registration platform that provides you with an easy, user-friendly way to register for our athletic programs. When you register through FamilyID, the system keeps track of your information in your FamilyID profile. The majority of forms will be submitted electronically on the FamilyID website.

The four page pre-participation packet, which includes the Health History Form, Athlete with Special Needs Supplemental History Form, Physical Examination Form, and Clearance Form, will be the only forms that will be submitted to the Health Office at Morris Knolls High School. In addition, if the athlete has been diagnosed with asthma, diabetes, or carries an epipen, additional forms must be signed by a physician and returned with the completed pre-participation packet. These forms can be found and printed off the FamilyID website located at the following web address: http://www.familyid.com/morris-knolls-high-school.

FamilyID REGISTRATION STEPS

(If this is your first time using FamilyID, you will need to create your family account. If you have an existing account, users should log on and start the process at step #6 below)

1. Click on the blue "CREATE ACCOUNT" link in the top right hand corner of FamilyID.com.
2. Create your secure FamilyID account by entering your name, email address twice, a password twice, and checking the "I agree to the FamilyID terms of Service" box. Then select the green 'Create Account' button.
3. You will receive an email with a link to activate your new account. (If you do not see the email, check your spam or junk folders.)
4. Click the link to activate your account.
5. After creating a FamilyID account and following the emailed verification link or logging on as an existing user, you will be brought to your dashboard. Please type Morris Knolls High School in the search box that reads 'Type organization name or keyword to find a program'.
6. Find the Morris Knolls Athletic Program and select the blue link with the program’s title to head to the athletic registration page.
7. The program's landing page will show a description of the program with a green 'REGISTER NOW' button located below. You can either select the green ‘REGISTER NOW’ button or just simply scroll down the page until you see the blue header that says 'Sections' to kick off your registration process.
8. At any time, you may login to www.familyid.com to update your information and to check your registration.

Registration for athletic participation must be completed according to the following dates: Fall, July 15th, Winter, October 31st and Spring, February 15th. This will allow time for the review and approval of the forms by our school physician prior to the start of the season. Registration submitted after these dates may delay eligibility. No athlete is permitted to participate without proper medical clearance.

SUPPORT

If you need assistance with FamilyID, please call 888-800-5583 x1 or email support@familyid.com. Support is available 7 days per week and messages will be returned promptly.

PROCEDURES FOR SECOND/THIRD SPORT IN THE SAME SCHOOL YEAR

1. Physician’s medical examinations are valid for 365 days from the date of the exam.
2. Athletes who participated in the fall or winter season and who have not been injured do not need another physical examination; they only need to complete the Health History Update short form and the Parent/Guardian, and Student Consent forms located on FamilyID.
3. Athletes who have not had a physical examination within 365 days prior to winter or spring season must follow “Procedures for Fall Sports Physicals” found on FamilyID. As soon as the private physician physical examination is completed, the forms should be brought to the Health Office for school Medical Examiner approval.

Policies and procedures are subject to change based upon DOE and NJSIAA mandates.
STUDENT ACTIVITIES

STUDENT CLUBS/ACTIVITIES PHILOSOPHY

The school provides educational experiences of several types. Though the classroom instructional program is the dominant means of attaining a school's objectives, not all objectives can be met solely through the formal courses of study. The student activities program is generally the major means of attaining those objectives that are not fulfilled completely by regular classroom instruction. Some activities are characterized by extensive student participation in both the planning and executing of these programs. In others, they are involved in the more traditional role of learner.

Experiences in the student activities program help meet leisure, recreational, social and emotional interests and needs. Some experiences provide opportunities for self-directed specialization in areas that are of particular interest to individuals.

The student activities program helps to develop desirable social attitudes in situations providing opportunity for individual, small-group and entire school participation. In students, it develops an understanding of others whose values, feelings, and opinions may differ or conflict with their own. Also, opportunities are provided for the development of understanding and cooperation among social groups, as well as promoting positive relationships among pupils and staff members that go beyond the traditional classroom environment.

In some cases, students share responsibility for selecting, organizing, and evaluating the activities and their outcomes. The development of democratic leadership and cooperative attitudes is an objective for some activities. Others are concerned with learning and appreciating a particular skill or area of endeavor. Finally, the student activities program fosters a sense of identity and a feeling of belonging to the comprehensive school community.

In accordance with Board of Education random alcohol and drug testing policy (#2435), the Morris Hills Regional District has established and maintains a program of random drug and alcohol testing for pupils participating in co-curricular activities. In accord with the “Training Protocols for the Implementation of Emergency Administration of Epinephrine”, the pupil’s parent(s) or legal guardian(s) must inform the school nurse of the student’s intent to participate in a school-sponsored club/activity.

The following is a listing of all activities and clubs currently available to Morris Knolls students. Hopefully, you will join one or more of these activities and clubs, as the faculty and administration feel involvement in extracurricular activities will enrich your high school life. If you wish to learn more about any organization, or wish to institute a new club, please feel free to see the assistant principal in charge of student activities.
**APPROVED CLUBS/ACTIVITIES**

<table>
<thead>
<tr>
<th>Academic Decathlon</th>
<th>Hiking Club</th>
<th>School Musical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Services Club</td>
<td>H.O.P.E.</td>
<td>School Play</td>
</tr>
<tr>
<td>Band Front/Color Guard</td>
<td>Interact Club</td>
<td>Senior Class</td>
</tr>
<tr>
<td>Bible Club</td>
<td>Jazz Ensemble</td>
<td>Set Design/Stage Craft</td>
</tr>
<tr>
<td>Business Honor Society</td>
<td>Junior Class</td>
<td>Sign Language Club</td>
</tr>
<tr>
<td>Chess Club</td>
<td>Junior State of America (JSA)</td>
<td>Ski/Snowboard Club</td>
</tr>
<tr>
<td>Chorus/Chorale</td>
<td>Key Club</td>
<td>Society of Women in Science</td>
</tr>
<tr>
<td>Circles Club</td>
<td>Knots of Fun</td>
<td>Social Studies Honor Society</td>
</tr>
<tr>
<td>Computer Club</td>
<td>Leadership Fitness Club</td>
<td>Songwriter’s Club</td>
</tr>
<tr>
<td>Concert Band</td>
<td>Leo Club</td>
<td>Sophomore Class</td>
</tr>
<tr>
<td>Conditioning Club</td>
<td>Literary Publication (Spectrum)</td>
<td>Spanish Club</td>
</tr>
<tr>
<td>D.E.C.A.</td>
<td>Literary Soc. of Morris Knolls</td>
<td>Strings Ensemble</td>
</tr>
<tr>
<td>Ecology Club</td>
<td>Lighting and Sound</td>
<td>Student Government</td>
</tr>
<tr>
<td>English Honor Society</td>
<td>Madrigals</td>
<td>Association (SGA)</td>
</tr>
<tr>
<td>Family Career &amp; Community</td>
<td>Marching Band</td>
<td>Technology Student</td>
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<tr>
<td>Leaders of America (FCCLA)</td>
<td>Math Honor Society</td>
<td>Association (TSA)</td>
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<td>Forensics/Debate</td>
<td>Mathematics Team</td>
<td>Teen Leadership Council (TLC)</td>
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<td>French Club</td>
<td>MK Pride</td>
<td>Thespian Society</td>
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<tr>
<td>Freshman Class</td>
<td>Multicultural Club/E.R.A.S.E.</td>
<td>Tri-M Music Honor Society</td>
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<tr>
<td>Friends of Rachel</td>
<td>National Art Honor Society</td>
<td>TV Production/Film Club</td>
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<tr>
<td>Future Business Leaders of America (FBLA)</td>
<td>National Honor Society (NHS)</td>
<td>Varsity Club</td>
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<tr>
<td>Future Educators of America (FEA)</td>
<td>National Science Honor Society</td>
<td>Winter Guard</td>
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<tr>
<td>Gaming Club</td>
<td>Newspaper (Quill)</td>
<td>Winter Percussion</td>
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<tr>
<td>German Club</td>
<td>Philosophy Club</td>
<td>Women’s Choir</td>
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<td>Glee Club</td>
<td>Pit Band</td>
<td>World Language Honor Soc.</td>
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<td>Project Lead</td>
<td>Yearbook Sales Club</td>
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<td>Psychology Club</td>
<td>Yearbook (Talon)</td>
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**VARSIY LETTERS FOR INTERSCHOLASTIC EXTRACURRICULAR ACTIVITIES**

Morris Hills Regional School District believes that varsity letters for certain interscholastic extracurricular activities are an important part of the school program and will recognize the achievements of students who give many hours of their time in the district extracurricular activities program. Participants in certain interscholastic extracurricular activities may earn varsity letters upon approval of the administration. Students enrolled in grades 9 through 12 who participate in any school-sponsored, interscholastic extracurricular activity that includes competitions in which the student competes against students enrolled in schools outside of the district may be eligible to earn a varsity letter awarded by the district.

**S.G.A. WELCOME**

The Student Government Association would like to begin the school year by extending a warm welcome to the entire Morris Knolls community - students and faculty, old and new. We hope you enjoy the atmosphere and activities that await you here at M.K. Morris Knolls is a great school. It possesses a friendly atmosphere as well as endless resources and opportunities at the fingertips of each and every student. We encourage everyone to get involved. Whether your talent lies in the classroom, on the playing field, or in a cooperative learning program, we invite you to reap the benefits that our school has to offer. Voice your opinions through the different types of extracurricular activities and clubs that M.K. has to offer, and if you ever have any concerns of your own, don't be afraid to approach any one of the friendly members of the S.G.A. The S.G.A. is your key to addressing your worries at a higher level. We are willing to listen - our main purpose is to make Morris Knolls the best that it can be both academically and socially. Enjoy the year ahead!
The Student Government Association is an important and active organization at Morris Knolls. SGA is the major medium of student representation within the school and functions as a sounding board for student opinion as well as a vital communication link between the students and the administration.

Over the years, changes in school policy such as those concerning parking and dress code were the result of proposals initiated by SGA. The SGA officers participate on district committees along with administration, faculty and community representatives as well as serving as student representatives to the Board of Education at regular board and committee meetings. The SGA sponsors school spirit activities throughout the year and coordinates activities of student service and commemoration of events memorable to the student body. The SGA supports ongoing and new student activities and clubs.

The SGA's governing body is an executive board made up of a president, 2 vice presidents, a treasurer, a secretary and 2 appointed positions. The first vice president is responsible for student activities. The second vice president is responsible for a student advisory council. The 2 appointed positions shall be granted to rising juniors at the discretion of the Senior Executive Board and faculty advisors.

All members of the student body are considered members of the SGA and thus are encouraged to participate in SGA sponsored functions, offer suggestions to the Student Activities Council and express concerns to the Student Advisory Council. The SGA is committed to its democratic framework which offers many different ways to make a contribution to the school spirit of Morris Knolls and to seek solutions to problems.

Selecting student leaders, electing officers and providing positive direction for elected student leaders requires a statement of reasonable standards. A student must recognize and accept the major responsibilities to their respective constituent bodies and class advisors if effective student government is to serve a useful and educational purpose.

To be considered for an elected SGA or class office position each candidate must present to the head advisor of that activity the following evidence, credentials and information:

1. Verification of academic standing by applying the same eligibility standards set forth for student-athletes, cheerleaders and members of the marching band.
2. Administration review of discipline to verify that candidate’s behavior is exemplary.
3. The written endorsement of three staff members attesting to the candidates demonstrated and/or perceived willingness to provide sound leadership traits. If the candidate holds an elected office of a school organization, one of the three written endorsements must be provided by the faculty advisor of that school organization.
4. Submission of a student petition with the required number of verifiable signatures within the prescribed due date.

Descriptions of officer responsibilities, a more detailed illustration of the SGA organization, and an explanation of the procedures for removing an officer are in the SGA Constitution. A copy of the SGA Constitution may be obtained through the SGA advisors or the General Office.
STUDENT OFFICERS 2018-2019

SGA
President: Giannangelo Dichio
VP/Administration: Arianna Granda
VP/Events: Lindsay Cagarli
Treasurer: Lauren Bromberg
Secretary: Joseph Woods

SENIOR CLASS
President: Ronan Buckingham
Vice-President: Gabby Perna
Treasurer: Nicholas Miller
Secretary: Joseph Woods

JUNIOR CLASS
President: Reagan Smith
Vice-President: Carly Sharpe
Treasurer: Joseph DosSantos
Secretary: Presley Anderson

SOPHOMORE CLASS
President: Nick Taravone
Vice-President: Michael Garcia
Treasurer: Evelyn Itzkowitz
Secretary: Selma Mera

NATIONAL HONOR SOCIETY

The National Honor Society is an organization founded to honor students who have excelled in the areas of leadership, scholarship, service and character. Students applying for membership in the NHS cannot be discriminated against because of race, gender, ethnicity, political persuasion, socio economic background, disability, rumor or any other characteristic unrelated to the criteria for selection of the NHS. To be eligible as a junior, a student must attain a 90.0 or better average (not rounded) for five semesters. To be eligible as a senior, a student must attain a 90.0 or better average (not rounded) for six semesters. Beginning with the 2017-2018 freshman class, students must attain a 93.0 or better average (not rounded) for six semesters to be eligible. Faculty nominations and data forms completed by prospective members are reviewed by a faculty committee that selects students to be honored. Following induction, members are required to maintain the standards of the organization and act as models of behavior for the student body. Members are subject to all National Honor Society rules and regulations. An organization service program and an individual service program are requirements of membership.

NATIONAL HONOR SOCIETY GUIDELINES

CHARACTER: Candidate takes criticism willingly and accepts recommendations graciously; constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability); cooperates by complying with school regulations concerning property, programs, office, halls, etc.; demonstrates the highest standards of honesty and reliability; shows courtesy, concern and respect for others; observes instructions and rules, punctuality and faithfulness in obligations both inside and outside of the classroom; has powers of concentration and sustained attention as shown by perseverance and application to studies; manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others, actively helps to rid the school of bad influences or environment.
LEADERSHIP: Candidate is resourceful in proposing new problems, applying principles and making suggestions; demonstrates leadership in promoting school activities; exercises influence on peers in upholding school ideals; contributes ideas that improve the civic life of the school; is able to delegate responsibilities; exemplifies positive qualities; inspires positive behavior in others; demonstrates academic initiative; successfully holds school offices or positions of responsibility; conducts business effectively and efficiently, and is reliable and dependable without prodding; demonstrates leadership in the classroom, at work and in school activities; is thoroughly dependable in any responsibility he/she accepts.

SERVICE: Candidate shows willingness to uphold scholarship and maintain a loyal school attitude; participates in some outside activity; Girl Scouts; Boy Scouts; church groups, volunteer services for the aged, poor, disadvantaged; family duties; volunteers dependable and well organized assistance, is available on his/her own time and is sacrificing; works well with others and is willing to take on difficult or inconspicuous responsibilities; willingness to render cheerfully and enthusiastically any requested service to the school; willingness to represent his/her class or school in interclass or interscholastic competition; willingness to do committee and staff work; readiness to show courtesy by assisting visitors, teachers and students. Service must be consistent during the candidate’s high school career. **Service to both school and community is required.**

Selection Process

1. The Principal will appoint five members of the faculty to serve on a selection committee. The advisor is an ex-officio member of the committee.

2. The committee will make selections from junior candidates who have achieved a grade average of 90.0 or higher (not rounded) for five semesters and senior candidates who have achieved a grade average of 90.0 or higher (not rounded) for six semesters. A spring induction ceremony will be held for any newly selected members.

3. Students with a grade point average below 90.0 will not qualify for further consideration as National Honor Society Members.

4. Students who have qualified with a 90.0 or above average will be notified in writing that they will be considered for membership if they comply with the requirements of leadership, character and service. Students must provide a completed activity form giving references to attest to their merit in the areas of leadership, character and service. A signed parental form which indicates parent and student desire to continue application procedure and compliance with National's stated policy on student selection must also be complete.

5. The high school staff will be provided with a list of nominees and also a description of criteria which members must meet. Staff will nominate individuals in specific categories.

6. Staff nominations and student activity forms will be collected and compiled by the National Honor Society advisor who will then preside at meetings of the selection committee. Each candidate's form will be presented by the advisor to the selection committee anonymously. Additional information from report cards, student behavioral records, and permanent record cards will also be considered.

7. Upon receipt of the list of accepted members, the principal will send parents and students a letter of congratulations and notification of necessity of participation in an induction ceremony. A copy of the chapter bylaws will also be included in this letter. Those students who have not been selected must be notified and informed of the grounds for appeal and deadlines.
POSTING OF FLYERS AND POSTERS

All flyers and posters promoting school wide sponsored events and school elections must first be approved by an administrator prior to posting them around the school building. Failure to receive administrative approval will result in disciplinary action.

DANCES/PROMS

Many students, faculty and administrators feel that school dances are an important part of an extracurricular program. The following rules apply to these functions:

1. Admittance to our dances/proms is extended only to students of Morris Hills Regional School District and their guests.
2. Guests must first be signed in and approved at the school office during the week previous to a dance/prom. There will be a limit of one guest per Morris Knolls student.
3. Entrance to the dance/prom shall be limited to the hours specified by the dance sponsor.
4. Once the student leaves the affair, he/she may not return and must vacate the campus immediately.
5. Items four or five above may be amended at the discretion of the dance/prom sponsor in the event of an emergency.
6. The appropriate attire for any dance/prom will be decided upon by the sponsor and the administration.
7. Smoking/electronic vaporizers will not be permitted at any time during dances/proms.
8. Students are expected to maintain acceptable standards of behavior and conduct at all dances/proms.
9. The administration reserves the right to remove or deny the entrance of any student to a school sponsored dance/prom based upon inappropriate behavior or the violation of any rules and regulations.

ASSEMBLY PROGRAMS

It is the objective of the Student Government Association and the Administration to plan programs which reflect the activities of the school, promote school spirit and recognize significant events. The purpose of any student assembly is to provide a planned program in order to broaden one's knowledge, interest, and experience and to promote sympathetic and friendly consideration of the abilities of others.

The following procedures must be observed:

1. Students should pass to the assembly site along the prescribed route in a quiet and orderly manner.
2. Students will follow the directions of the instructor and sit in the assigned area.
3. All participants making a presentation or receiving awards are to be suitably attired--coats and ties for males, appropriate attire for females.
4. Students are expected to maintain courteous and respectful attention at all times.
5. Students misbehaving in assemblies will be sent to the Assistant Principal's Office.
6. Students will be dismissed by a member of the administration and will exit through the appropriate doorways, one section at a time.

Specific instructions as to the details of each program will be announced in advance of the program date.
ADDITIONAL STUDENT SERVICES

FIRE & EVACUATION DRILLS

The signal for a fire drill will be a loud sounding siren. Evacuation drills will be announced via the PA system. Students will leave their rooms quietly in single file and systematically make a safe exit from the building. Students will exit as directed by their teachers. Pupils on the second floor should form a double line coming down the stairs. As students pass during the fire or evacuation drill, no talking or boisterous behavior will be tolerated. It is most essential that students clear the building rapidly and quietly. Students must remain with their class and teacher. To assist in the evacuation of the building, fire/evacuation drills directional arrows have been placed in all instructional areas. During a fire/evacuation drill the pupils must move off the road ways into the designated safe areas.

LIBRARY

Students are encouraged to take full advantage of the library’s resources: books, periodicals, electronic media, access to the Internet and various online databases. The library offers an environment conducive to reading, research and reflection. Students are expected to work quietly and independently in order to maintain a pleasant academic atmosphere.

1. Hours: The library is open from 7:15 a.m. to 2:45 p.m. The library will be open after school Tuesdays, Wednesdays and Thursday from 2:30 to 4:00 p.m.
2. Borrowing:
   a. Books – two-week loans
   b. Reference materials – must be used in the library and may be taken out overnight
   c. Periodicals – must remain in the library at all times
3. Obligations: Damaged or lost books will be paid for by the persons responsible
4. Attendance:
   a. Students who wish to use the library during their study period should report directly to the library.
   b. Students reporting to the library during lunch are expected to have a pass and stay in the library for the remainder of the period.
   c. Late students will not be admitted into the library without a pass.
   d. Students who are sent from class are expected to have a pass.
5. Students are encouraged to use the library for school and personal research.
6. Students who wish to use the Internet must follow school guidelines and adhere to the district’s Internet acceptable use policy. All students will be permitted to access the Internet unless parents request otherwise in writing.
7. Students are expected to work independently in the library. An atmosphere conducive to study must be maintained.
8. The library reserves the right to alter rules when necessary.
FIELD TRIPS

As a part of the educational service of the school, students are taken on field trips requiring bus transportation. Students attend only if the parents sign a consent slip. All field trips are supervised by a classroom teacher or advisor. Other responsible adults may assist in supervision of field trips. Appropriate dress is required and will be indicated by the teacher in charge. Specific information on field trips will be given prior to the trip. **Students are responsible for making up all work missed while participating in the field trip.** Any attendance or discipline issues prior to departure may result in revoking approval to attend and student will forfeit the right to any refund.

Alcoholic beverages and any other illegal substances are prohibited either at the destination or on the bus. Smoking is also prohibited. In accord with the “Training Protocols for the Implementation of Emergency Administration of Epinephrine and the Emergency Administration of Glucagon”, the pupil’s parent(s) or legal guardian(s) must inform the school nurse of the student’s intent to participate in a school-sponsored club/activity. **Students who have prescribed epinephrine, insulin or an inhaler must carry the medications at all times.**

Discipline and attendance records will be reviewed by the administration prior to granting final approval for a student to attend an overnight field trip. Any attendance or discipline issues prior to departure may result in revoking approval to attend and student will forfeit the right to any refund.

STUDY HALLS

The following rules apply to all study hall assignments:

1. Satisfactory conduct will be expected of each study hall student. Punctuality to and from a study hall assignment is expected from all students.
2. Cafeterias and classrooms will be utilized for study halls.
3. A limited number of students may go to the library. An attendance list is then sent to the study halls after the students have signed in (first come, first served basis).
4. The librarian will request that students who talk or misbehave return to study hall. Uncooperative students may lose their library privileges.
5. An assigned study hall is to be considered a part of your daily schedule and, as such, attendance is mandatory. Failure to carry out this obligation will result in disciplinary action.

BUSES

A student who rides the school bus has certain responsibilities for the comfort and safety of others as well as himself. It is important that parents stress the point that children must conduct themselves in an orderly manner at the bus stop and on the bus. A student may only ride the bus to which he/she has been assigned. Riding a school bus is a privilege and this privilege imposes certain responsibilities. The privilege pertains to transportation to and from school, on field trips, and to athletic contests.
Students must clearly understand that while riding on a school bus, they are under the authority of the school and that all school regulations, school district policies, and state laws must be followed. The regulations described below are listed particularly for their importance and our insistence that student compliance be consistently followed.

1. STUDENTS ARE TO RIDE THE BUS TO WHICH THEY ARE ASSIGNED. Students are not permitted to take a different bus because it goes to a friend's house, a job, the dentist, etc. Consideration for change of a bus route will only be given for reasons of medical incapacity or physical change of residence.

2. Pupils are expected to conduct themselves in an orderly manner. Courtesy to others and respect for the law and property are expected. SMOKING/CHewing TOBACCO IS FORBIDDEN.

3. Pupils will keep arms and legs inside the bus windows. No material will be discarded from the bus windows.

4. New Jersey State law requires that all students wear seat belts on buses where they are provided. Failure to comply will result in disciplinary action.

5. Bus drivers have designated stops. Please do not ask the bus driver to make any special stops.

6. Distracting the bus driver endangers the lives of all pupils on the bus. There should be no shouting, singing, loud noises, or foul and abusive language.

7. The school forbids students to haze or intimidate others. No student has the right to interfere in any way with another person's privilege of traveling on the bus without being bothered.

8. Pupils must understand that they are under the authority of the school while riding the school bus.

9. Disregard for bus regulations may result in the suspension of a pupil's bus privileges.

10. All bus complaints should be referred to the Assistant Principal's office.

Students should be aware that disregard for these bus rules will result in disciplinary action that could include suspension of bus privileges.

As per code (6A:27-11.2), the school administration shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school. All other students shall receive school bus evacuation instruction at least once within the school year. The school bus driver shall participate in emergency drills. Drills shall be conducted on school property and shall be supervised by the Principal or person assigned to act in a supervisory capacity.

Lastly, New Jersey School Law, Title 18A:25-2, specifically addresses the behavior of students on school buses. That citation is noted below for your information.

**18A:25-2 - AUTHORITY OVER PUPILS: BUS DRIVER RESPONSIBLE FOR ORDER.**
A teacher or other person in authority over such pupils shall hold every pupil accountable for disorderly conduct in school and during recess and on the playgrounds of the school and on the way to and from school. 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 which he/she attends. A pupil may be excluded from the bus for disciplinary reasons by the principal and his/her parents shall provide for his/her transportation to and from school during the period of each exclusion.
**INTER-SCHOOL BUSING**

Courses that have minimal enrollment at both schools will be consolidated and offered at only one school. Transportation, when necessary, will be provided.

**ACTIVITY/ATHLETIC BUSING**

The school district encourages everyone to get involved in co-curricular activities and is providing this resource to foster such involvement in all of its students. Activity buses will run Tuesday and Thursday, and will be leaving Morris Knolls at 4:15 P.M. The athletic buses will run Monday through Friday, and will leave Morris Knolls at 6:00 P.M. Although we refer to them as activity and athletic buses, any student staying after school for extra help, clubs or sports may ride these buses. These buses are not for students who leave school property and then return. No student is allowed to be in the building after school unless he or she is with a teacher, advisor, coach or the librarian. If an activity ends early and a student must wait for a bus, he/she must wait in the General Office lobby. Buses are referred to by their “run” title (ie. Green Pond, Denville, etc.). Copies of the bus runs will be posted outside the General Office and on our website so students can determine the correct bus to take and the correct stop to use. It should be noted that the length of time it takes a bus to complete its route will depend on the number of students riding the bus and the number of stops it must make. Buses will not alter their routes and will only stop at the listed bus stops.

**STUDENT PARKING REGULATIONS**  
**(STUDENT PARKING ON CAMPUS RESTRICTED TO SENIORS ONLY)**

Parking lots provided for senior student use are located on the campus of Morris Knolls High School. These student lots are clearly defined as you approach the school grounds. In order for seniors to qualify for a driving and parking permit on the school grounds, they must comply with the following regulations:

1. STRICT adherence to the school's driving and parking regulations is mandatory. Those regulations are clearly defined on the application for the permit to drive and park motor vehicles on school grounds.
2. A PARKING STICKER, ISSUED BY THE ADMINISTRATION, MUST BE PLACED ON THE LEFT SIDE REAR WINDOW OF EACH CAR OR PLACED UPON A MOTORCYCLE IN A SUITABLE AREA.
3. Each student and their parent must attend a District-sponsored safe driving seminar prior to obtaining a parking permit.
4. Each student and their parent must provide consent for the student to be entered in the District’s Random Substance Testing program prior to receiving a parking permit.
5. Each student involved will lose his/her parking privilege for leaving campus without permission.
It must be clearly understood that the permission to drive and park a motor vehicle, including motorcycles, on the school grounds is a PRIVILEGE controlled by the school administration. Any ABUSE of these REGULATIONS will result in IMMEDIATE REVOCATION of the student's driving and parking privilege on the Morris Hills campus and Morris Knolls campus. Seniors with parking permits may drive their cars or motorcycles to school in the morning, park them properly in the assigned parking lot, and leave in them at the end of the day. NO STUDENT MAY ENTER THE PARKING LOT OR AN AUTOMOBILE WHILE SCHOOL IS IN SESSION without permission from the administration. Students who are found in the parking lot without permission during the school day will be charged with unauthorized departure. Students who need to go to their car must go to the Attendance Office for a pass to the parking lot.

Authorized parking is on school property only. Students who are in violation of parking and driving regulations will be issued Morris Hills/Morris Knolls and/or Township of Denville/Rockaway Borough parking tickets and/or will be towed at the owner's expense. The speed limit on campus is 10 MPH.

No senior will be assigned a particular spot in the senior parking lot. If the lot becomes full, the individual must find parking off campus. Seniors may not park in any other parking areas!

The Student Government Association has recommended that any student being granted a parking sticker, and thus being granted the privilege of driving their automobile to school, should help defray the printing cost of the sticker. Therefore, a $20.00 charge has been instituted for each student driver utilizing the service. ALL OBLIGATIONS MUST BE PAID IN-FULL BEFORE A PARKING PERMIT WILL BE ISSUED.

While on school grounds, student vehicles may be subject to random searches using trained dogs and law enforcement personnel in an effort to enforce the district's zero tolerance policy for alcohol or drugs. In addition, student vehicles are subject to search under Board of Education Policy #5770.

The Municipal Council of the Township of Denville and the Morris Hills Regional District Board of Education have established fire zones around Morris Knolls High School. These zones are appropriately marked on the surface of the pavement and by standing or hanging signs to give adequate notice to the public. Boundaries and fire zone areas shall be marked with lettering on the surface of the pavement and upon said signs stating "NO PARKING, FIRE ZONE."

**WORKING PAPERS**

If a student is between fourteen and eighteen years of age and is pursuing part-time employment, he/she must obtain working papers issued by the Department of Labor, State of New Jersey. He/She may obtain a "Promise of Employment" and medical forms from the Guidance Office. A person over eighteen does not need working papers, but may be asked to present an Age Certificate to his/her employer, which may also be obtained in the Guidance Office. Any photostatic copies of any material necessary to obtain working papers will be the responsibility of the applicant.
LOCKERS

1. Students are assigned lockers at the beginning of the school year; a hall locker and a gym locker. They are also issued a lock for each of their lockers, a black lock for the hall and a green lock for the gym locker. These locks may not be interchanged. Hall locks and gym locks are issued to all Grade 9 students and are retained for all four years.
2. Both locks are collected from Seniors as part of the obligation process. If an assigned lock is lost, it must be replaced by another school lock. Hall locks may be purchased through the General Office at a cost of $5.00. Gym locks may be purchased through the Athletic Office.
3. Lockers are assigned to students in good condition. If at the end of the year, there is some evidence to support the claim that a locker has been abused, the student will be charged a reasonable amount to cover the cost of the repair. If a locker has been tampered with and items are missing, report the incident immediately to an Assistant Principal. Only school issued locks may be used, others will be removed.
4. Students are notified that their assigned lockers are the property of the Morris Hills Regional School District Board of Education. They may not be used as a repository 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 building. Random searches for controlled dangerous substances or other reasons may be conducted throughout the school year. It is, therefore, extremely important that students do not share their assigned locker with another student(s). Sharing lockers could result in shared legal responsibilities if illegal or unauthorized items are found during a search. The Morris Hills Regional District is not responsible for items lost or stolen from any locker assigned to students.

LOST AND FOUND

Any lost articles found in Morris Knolls should be turned in to the General Office. These stray articles will be held for a period of time in the Office. Students wishing to reclaim these lost articles may inquire at the General Office. Lost articles which are not claimed within a reasonable time will be given to a community charitable organization.

MONEY AND VALUABLES

If a student finds it necessary to bring large sums of money or valuables to school, the items should be deposited in the office safe until they are needed. The school, however, assumes no responsibility for lost or stolen articles. When participating in physical education classes, students should leave all jewelry, wallets, and other valuables locked in their assigned lockers.

DAILY ANNOUNCEMENTS

In the morning, pertinent information for students will be relayed to the entire school through the MK Video Announcements. The News from the Nest script will be posted on the school website daily. Throughout the day, general announcements can be viewed as a continuous scroll on channel 10. At the end of the day, pertinent information for students will be announced to the entire school through the public address system. Announcements must be placed on a request sheet in the General Office and must be approved by your advisor and/or an administrator. Also, no teacher will read or have read any verses from the Bible, nor lead students in prayer.
The New Jersey School Law dictates that the following Pledge of Allegiance must be repeated every morning during the morning announcements:

"I Pledge Allegiance to the Flag of the United States of America and to the Republic for which it stands, one nation, under God, indivisible, with Liberty and Justice for all."

**ELEVATOR USE**

Students or staff members with a permanent or temporary physical disability will have the use of the elevator. The Nursing Staff will determine the appropriateness of such use.

**BREAKFAST PROGRAM**

There is a breakfast program offered each day for students before school and during morning study halls. Cereal, rolls, bagels, milk and juice are offered Monday through Friday at nominal costs.

**LUNCH PERIODS**

Upon recommendation of the Student Government Association, cafeteria C-3 will be utilized by members of the Junior and Senior classes only. Cafeteria C-1 will be for the exclusive use of the freshmen and sophomores. This privilege applies to the three lunch periods only and continuation of this system will be dependent upon the proper use of the facilities by the respective classes. A Senior Patio has been established near the C-3 cafeteria for juniors and seniors only. Seniors may utilize the Senior Y to relax, socialize, or study only during their lunch period.

The three lunch periods at Morris Knolls High School are used to permit an adequate period of time for both lunch and relaxation. NO STUDENT IS ALLOWED IN THE PARKING AREAS DURING THE LUNCH PERIODS. STUDENTS FOUND IN THE PARKING LOT WITHOUT ADMINISTRATIVE APPROVAL WILL BE CHARGED WITH UNAUTHORIZED DEPARTURE. NO STUDENT IS TO LEAVE THE CAMPUS DURING THE LUNCH PERIOD UNLESS EXCUSED BY AN ADMINISTRATOR. EATING IS PERMITTED ONLY IN THE CAFETERIA. Students are not allowed to remove food or drinks from the cafeteria.
STUDENT CONDUCT

DISCIPLINE AND BEHAVIOR REGULATIONS

The Morris Hills Regional District Board of Education recognizes the need to maintain communication with parents of students who attend the public schools. Whenever administrative action requires the assignment of Saturday detention or In-School Suspension, parents will be notified. If a student is to be suspended out-of-school, a parental conference is required prior to reinstatement to class.

A. Referral Procedure - Students who are having disciplinary problems in the classroom will be handled in the following manner:
   1. The initial attempt at addressing classroom behavioral problems will be made by the teacher. Some behaviors, however, will require an immediate referral to an administrator. The teacher may attempt to modify behavior through speaking with the student, assigning his/her own detention, contacting the parents, talking with the appropriate administrator for suggestions, or other methods to correct the student's behavior.
   2. When the student's behavioral problems have gone beyond the scope of the teacher, the staff member will submit a referral to the appropriate administrator. The administrator will have a conference with the student and notify the teacher of action taken.
   3. Students involved in inappropriate behavior outside the classroom will be referred to the appropriate administrator.

B. Saturday Detention - Detention assigned by an administrator for violations of particular aspects of the District's Disciplinary Policy, will be served on Saturday in the cafeteria at Morris Knolls. Any student who fails to attend an assigned Saturday Detention must bring in a note on the following Monday to be eligible for an “emergency excusal” (examples: Dr.’s note, emergency room visit, death in the immediate family, etc.). A student who “cuts” SD will receive 2 days of in-school suspension plus attend the next scheduled Saturday Detention. A second cut will result in out-of-school suspension beginning the following Monday, plus attendance at the next Saturday Detention.

The procedures and rules for Saturday Detention are as follows:
   1. The time for Saturday detention will be 8:00 a.m. to 11:00 a.m. in the Morris Knolls Cafeteria (students may enter the building through the doors by the stairs to the auditorium).
   2. The district is not responsible for transportation to or from detention.
   3. Student shall report on time with school assignments to be completed while in detention.
   4. Should school be canceled or should a pupil be absent on the day preceding Saturday detention, the pupil will be reassigned another detention.
   5. Students must be punctual; no late students will be admitted. Late students will be considered as cutting and face further disciplinary action.
   6. Students are expected to bring appropriate materials with which to work. There will be no cell phones, video games, radios, food, beverage, candy, comic books, etc. allowed in the SD room.
   7. Students will be expected to work the entire time while in SD. Any student not working will be removed from the SD room and referred to the building administration. No student is permitted to sleep during SD.
8. Any student acting disruptively will be removed from SD and be referred to the building administrator for further disciplinary action.
9. Lavatory privileges will be at the discretion of the SD teacher.
10. Students must adhere to all District Policies while attending SD. This includes no text messaging/cell phone calls and no smoking on school property.

C. **In-School Suspension** - In-School Suspension (ISS) will be assigned for serious or repeated violations of school policy, rules, or regulations. The purpose of the ISS/Remedial Program will be to allow the student to continue academic work while on suspension. The program will include an instructional component, as well as visits by guidance counselors.

**The procedures for ISS are as follows:**

1. Teachers will be notified when a student has ISS and will assign work to be completed in ISS. Students should report to ISS with all of their textbooks and materials necessary to complete their assignments.
2. The number of days assigned shall be two or more for a pupil in ISS and should be left to the discretion of the building administrator.
3. All pupils assigned to ISS must report by the beginning of Block 1 or 5 and will remain in ISS for the length of the school day. A late to ISS will be counted as a late to the student’s Block 1 or 5 class.
4. Pupils who are absent from ISS must make up the day(s) missed.
5. If ISS is assigned for cutting Saturday detention, those previously assigned detentions must still be served.
6. Students may bring or purchase a lunch. Students must report to ISS with books and/or classroom materials – **no passes will be issued for any reason.**
7. Pupils must work on school assignments designated by the classroom teacher or by the ISS/Remedial Program teacher. Assignments must be satisfactorily completed.
8. Pupils are allowed one trip to the bathroom in the morning and one trip in the afternoon. Pupils who exceed the five minute time limit will be assigned a tardy for the academic class ordinarily attended at that time.
9. Pupils must stay in their assigned seats and may not talk or sleep.
10. Any unacceptable pupil behavior, including insubordination and breach of these rules, may dictate immediate and further disciplinary action.
11. A student in ISS may have the same restrictions imposed on him/her as a student receiving OSS because of the severity and/or repetitive nature of the ISS. See the conditions of OSS illustrated below.

D. **Out-of-School Suspension** - Out-of-school suspension (OSS) is recognized as a severe disciplinary measure and should be considered seriously by the entire school community. During the period of OSS, a student shall not be on or near the school campus or attend extra-curricular school activities including athletic squads, clubs/activities and/or work-study programs. Athletes who are suspended from the athletic squad must have the coach's approval certifying the athlete's proper conditioning before they may return to compete. Students found on campus while serving OSS will be subject to further disciplinary action. Reinstatement to school after OSS may take place only after a parental conference with an administrator.
E. **Referral to the Board of Education** - Students will be referred to the Board of Education for the following violations, which could result in expulsion from the district after a formal hearing is completed:

1. Drug/alcohol violation
2. Drug sales/alcohol sales
3. False alarm/bomb threats
4. Staff assault
5. Weapons policy violation
6. Other violations as determined by the Chief School Administrator

**EXPLANATION OF ACTION TAKEN**

The school district recognizes that inherent in the implementation of the student disciplinary policy, the school administration may resolve a problem beyond the limitations of the policy. Professional courtesy suggests that clear communication prevail between the parties involved in such matters.

The chart is a guideline and represents the MINIMUM action to be taken by the administration. The need to take more severe disciplinary action will be left to the discretion of the administration. Infractions not listed will be left to the discretion of the Administration.

<table>
<thead>
<tr>
<th>Infraction</th>
<th>X - First Offense</th>
<th>XX - Second Offense</th>
<th>XXX - Third Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Being in an Unauthorized Area</td>
<td>X</td>
<td>XX</td>
<td>XXX</td>
</tr>
<tr>
<td>Bias/Insensitivity Incident</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Class/Study Hall Cut</td>
<td></td>
<td>X</td>
<td>XX</td>
</tr>
<tr>
<td>Computer Code</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Disruption in Assembly/Cafeteria</td>
<td>X</td>
<td>XX</td>
<td>XXX</td>
</tr>
<tr>
<td>*May Lose Privilege to Attend Assemblies/Lunch</td>
<td></td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Disruption in Class/Study Hall</td>
<td>X</td>
<td>XX</td>
<td>XXX</td>
</tr>
<tr>
<td>Disruption on Bus/Seat Belt*Possible Suspension of Bus Privilege</td>
<td>X</td>
<td>XX</td>
<td>XXX</td>
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<tr>
<td>*Must Change Clothing Item(s) Before Returning to Class</td>
<td></td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Dress Code Violation</td>
<td>X</td>
<td>XX</td>
<td>XXX</td>
</tr>
<tr>
<td>False Alarm/Bomb Threat</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Forgery/Cheating/Plagiarism (See “Student Integrity” Pg. 66 of Handbook)</td>
<td>X</td>
<td>XX</td>
<td>XXX</td>
</tr>
<tr>
<td>Hazing/Display of Gang and/or Secret Societies</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Inappropriate Affectionate Behavior</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Inappropriate Behavior/Language/Gesture</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>Warning</th>
<th>Saturday Detention</th>
<th>ISS</th>
<th>OSS</th>
<th>Principal Referral</th>
<th>Board Referral</th>
</tr>
</thead>
<tbody>
<tr>
<td>X - First Offense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>XX - Second Offense</td>
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<tr>
<td>XXX - Third Offense</td>
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</tr>
<tr>
<td>Inappropriate Use of Vehicle</td>
<td>X</td>
<td>XX</td>
<td>XXX</td>
<td>*</td>
<td>XXX</td>
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</tr>
<tr>
<td>*May Revoke Parking Privilege</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Infractions Not Covered Shall Be Left to the Discretion of the Administration</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Intimidation/Bullying/Harassment/Threats</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Insubordination; Failure to Obey Staff Member</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Misconduct in Saturday Detention/I.S.S. (and Repeat of Days in Sat. Det. and/or I.S.S.)</td>
<td>X</td>
<td>X</td>
<td>XX</td>
<td>XX</td>
<td></td>
<td></td>
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<tr>
<td>Parking Violation (All Students)</td>
<td>X</td>
<td>X</td>
<td>XX</td>
<td>XXX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Ticket and/or Tow and/or Revoke Privilege</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td></td>
<td></td>
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<tr>
<td>Physical Scuffle</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Possession of/Setting off Fireworks, Starting Fire</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Possession/Use of Cell Phone/Prohibited Electronics</td>
<td>X</td>
<td>*</td>
<td>XX</td>
<td>XXX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Item Confiscated – Returned Only to Guardian</td>
<td>X</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Safety Violation in Career and Technical Education Class</td>
<td>X</td>
<td>XX</td>
<td>XXX</td>
<td>*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Flagrant or frequent offenses may result in removal from the class with a resulting grade of “WF”</td>
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<tr>
<td>Saturday Detention Cut</td>
<td>X</td>
<td>XX</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(*and Make-Up Original Detention)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sexual Harassment/Sexual Contact of Pupils or Staff (See “Sexual Harassment” on Pg. 64)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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</tr>
<tr>
<td>Smoking/Possession Tobacco Products/Smokeless Cigarettes</td>
<td>X</td>
<td>XX</td>
<td></td>
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<tr>
<td>Staff Assault</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Teacher Detention Cut</td>
<td>X</td>
<td>XX</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(*and Make-Up Original Detention at Teacher Discretion)</td>
<td>X</td>
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<tr>
<td>Theft/Extortion/Gambling</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>Truancy</td>
<td>X</td>
<td>XX</td>
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<tr>
<td>Unauthorized Departure from School</td>
<td>X</td>
<td>XX</td>
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<td></td>
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</tr>
<tr>
<td>*May Revoke Parking Privilege</td>
<td>X</td>
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<tr>
<td>Unprepared for Physical Education</td>
<td>XX</td>
<td>XXX</td>
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</tr>
<tr>
<td>*4th Unprepared Results in Removal From Class for the Quarter with a Grade of 50</td>
<td></td>
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</tr>
<tr>
<td>Vandalism (Restitution on all Offenses)</td>
<td>X</td>
<td>XX</td>
<td>XXX</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Verbal Confrontation</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Violent Fight/Assault</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weapons Policy Violation</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</tr>
</tbody>
</table>
ACCEPTABLE USES OF COMPUTER NETWORKS/COMPUTERS

Use of the District’s computer facilities is a privilege given to students to facilitate completion of class assignments and projects. The proper use of these facilities is detailed in the Board of Education’s Acceptable Use Policy (AUP) which can be found on the district website (Board Policy 2361 – Acceptable use of…). Below are some clarifications and rules that, together with the AUP, set the expectations that students will adhere to regarding computers and related systems.

Unacceptable uses include:

- Copying commercial software in violation of copyright laws
- Using the network for financial profit, commercial advertising, or political lobbying
- Participating in any illegal activity
- Violating the rights of privacy of others
- Performing any acts of vandalism defined as a malicious attempt to harm or destroy another user’s data or to degrade a computer’s software performance
- Participating in any unauthorized activity
- Downloading, storing, or printing files that are profane, in violation of the District Weapons Policy, offensive or illegal, including possession of files in violation of Board of Education policy.

Individuals violating this policy shall be subject to appropriate discipline which includes but is not limited to:

- Use of network only under direct supervision
- Suspension of network/computer privileges
- Revocation of network/computer privileges
- Suspension from school
- Expulsion from school and/or
- Legal action and prosecution by the authorities

All computer e-mail, software, hardware, and all data contained therein is the property of the Morris Hills Regional School District and can be used for educational purposes only. The District has the right to access and examine all data stored on its computer systems.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of the school building equipment. We should all be proud to maintain the high school in the fine condition past classes have left it for us.

Students are also responsible for the proper care of all books, supplies, and furniture provided for their use by the Morris Hills District Board of Education. In addition to any disciplinary action which may be taken by the administration, individuals who disfigure or destroy property, or in any manner damage or steal equipment belonging to the district or to other individuals, will be required to make suitable restitution.
CELLULAR TELEPHONES/ELECTRONIC DEVICES

Cellular telephones and electronic devices must be turned off and must be out of sight and silent during all instructional blocks, unless approved by a teacher for instructional purposes.

Students may use electronic devices including cell phones (phone calls are prohibited), during the lunch blocks and study hall. Students must use headphones or earbuds when listening to music. Cell phones (phone calls are prohibited) are permitted to be used during passing time. If a student is late for class as a result of cell phone usage during passing time, the “late to class policy” covers that issue. For safety and security purposes, headphones and earbuds are prohibited to be worn or visible during passing time. Students who fail to abide by the headphones and earbuds rule will be subject to the appropriate disciplinary action.

The privilege to use technology during the lunch blocks and study hall may be revoked for all students, or a specific block, if students are making poor choices regarding the use of technology. Students may not take photographs or videos with their cell phones or other electronic devices at any time during the school day.

Any time during an instructional block that a faculty member knows a student is using his/her cell phone, sees a cell phone, or hears (including vibrations) a cell phone, the student’s phone will be confiscated and handed over to an Assistant Principal. The student will be subject to the appropriate disciplinary action for a cell phone violation. The student’s parent or guardian will be required to come to school to pick up his or her cellular phone. No cell phone will be handed back to the student.

CELLULAR TELEPHONES/CAMERAS: POSSESSION OF DURING TESTS/EXAMS

If a student is found to be in possession of a cell phone during an assessment (including seeing one, hearing one – including vibrations – or having one in a pocket or bag), the student will automatically receive a zero on the assessment regardless of whether the cell phone is turned on or off. The cell phone will be confiscated and the student will be subject to the appropriate disciplinary action for a cell phone violation. The administration has the right to search the cell phone. The student will not be permitted to remove the battery from the device. This rule applies to any form of assessment in which proper testing procedures must be established and maintained to preserve the validity of the assessment.

CORRIDOR PASSES

During blocks 1 through 8 a student may request permission from his/her teacher to go to the lavatory, locker, drinking fountain, etc. This request may be honored at the discretion of the teacher, with a plastic corridor pass. Only one student at a time will be allowed out of class. If a student needs to go to a location for an extended period of time (i.e. guidance/nurse) he/she should be issued a written corridor pass. When moving from one class to another, a departure time and arrival time, as well as both teachers’ signatures, must be written on the pass. The student is required to present the pass for examination upon request from any staff member. The pass permits a student to go from the room, to a destination and return. It does not permit students to make any unauthorized stops along the way. Failure to observe this regulation will result in a pupil being sent back to his/her original location or an Assistant Principal's office. A student may not leave an assigned room without a pass.
CONTROLLED DANGEROUS SUBSTANCES/CHEMICALS POLICY
(Complete Policy and Regulation #5530 Are Available on the District Website)

The Board of Education recognizes that the abuse of drugs, alcoholic beverages, narcotics, sedatives, tranquilizers, and other dangerous substances and chemicals (hereinafter referred to as drugs) is a major health problem in our society today. The improper use of drugs in the school system is a threat to the health and welfare of the district pupils. The Board and staff in a unified effort shall attempt to prevent and control, through education, the improper use of such substances. The Board further recognizes the personal and legal consequences of pupil misuse of drugs.

The Superintendent is charged with the following responsibilities:

1. **Program Development**
   a. Programs of instruction in health education and other appropriate disciplines shall incorporate a drug and alcohol unit, including tobacco and anabolic steroids, in accordance with Department of Education guidelines. A minimum of ten clock hours per school year of such education shall be provided. The program should present a thorough knowledge of the chemical and physical effects of drugs, as well as an awareness of the psychological and sociological effects and reason for their use, and shall be appropriate to the pupil’s age, maturity, and grade level in accordance with Department of Education guidelines.
   b. All Student Assistance Program services are to be available to self-referred and “at-risk” (for later substance use) pupils.
   c. The program will be evaluated on a bi-yearly basis utilizing a methodology determined by the regional Substance Assistance Leadership Team.
   d. Compliance with the confidential requirements will be in accordance with established federal regulations 42, CFR, part 2.
   e. Substance abuse educational programs for parents/guardians will be offered at times and places convenient to the parents on school premises or other facilities.

2. **Staff Awareness**
   a. Programs shall be presented for the staff whereby all school personnel will have knowledge of this serious health problem, including the ability to recognize the symptoms of drug abuse.
   b. Programs shall be presented on an annual basis.

3. **Reporting, Notification, Examination and Evaluation and Treatment of Pupils under the Influence of Substances Other than Anabolic Steroids**
   a. Any educational staff member or other professional to whom it appears that a pupil may be currently under the influence of alcohol or other drugs on school property or at a school function shall report the matter as soon as possible to the certified or non-certified school nurse or the school physician and the Principal as required in N.J.S.A. 18A:40A-12. If the Principal and the certified or non-certified school nurse or school physician are not in attendance, the staff member responsible for the function shall be notified. The Administrator shall complete the Violence, Vandalism and Substance Abuse Incident Report, according to N.J.S.A. 18A:17-46 and N.J.A.C.16A:5-3.
   b. Students identified through the Memorandum of Agreement, will be recommended to submit to a diagnostic assessment and comply with all recommendations.
c. Students identified through Memorandum of Agreement with distribution of substances will be immediately suspended pending the outcome of a Superintendent’s Hearing.

d. Students identified through a core team referral or other sources may be mandated to submit to a drug/alcohol screen. A positive result will require a diagnostic assessment and compliance with all treatment recommendations of policy #5530.

e. The Principal or his/her designee, in response to every report, shall immediately notify the pupil’s parent(s) or legal guardian(s) and the Superintendent.

f. The Principal or his/her designee, in response to every report, must arrange for an immediate medical examination of the pupil for the purposes of providing appropriate health care for the pupil and for determining whether the pupil is under the influence of alcohol, or other drugs, other than anabolic steroids. The medical examination shall be performed by a [doctor] physician licensed to practice medicine or osteopathy that is selected by the parent(s) or legal guardian(s). If the parent’s or legal guardian’s physician licensed to practice medicine or osteopathy is not immediately available, medical examination may be conducted by the school physician. If neither the parent’s or legal guardian’s doctor nor the school physician is immediately available, the pupil shall be taken to First Primary Care in Denville, or to the emergency room of the nearest hospital for examination. The pupil shall be accompanied by the pupil’s parent(s) or legal guardian(s). If the parents are not available, a member of the school staff appointed by the principal shall accompany the student to First Primary Care or the ER of the nearest hospital for an examination. Parental or legal guardian permission is not required for the school physician or emergency room examination. The parent(s) or legal guardian(s) may, but is not required to, accompany the pupil to the school physician and/or emergency room. The principal and/or designee will supervise the pupil while the student is waiting for the parent(s) or legal guardian(s) to take the pupil to the physician or waiting for and receiving the examination by the school physician or in the emergency room. An examination conducted by a physician selected by the parent(s) or legal guardian(s) shall be at the expense of the parent and shall not be at the expense of the school district. An examination conducted by the school physician, First Primary Care, or by a physician in the emergency room of the nearest hospital shall be at the expense of the school district.

This evaluation shall include:

(1) Examination by a physician
(2) Monitored urine screen, blood screen, and/or breath/saliva screens
(3) Students and parents must comply with any additional medical test deemed necessary by the physician including the results of a drug and/or alcohol screen and those results must be shared with the school.
(4) If the student or parent does not comply with the medical evaluation, or refuses to release the results, the student will be subject to the same consequences as if he/she has a positive drug/alcohol screen.
g. The school district, in cooperation with the medical professional licensed to practice medicine or osteopathy, will establish the minimum requirements to be used for these medical examinations conducted in accordance with N.J.A.C. 6A-4.3 et seq. The minimum requirements for the examination will be periodically reviewed and updated as needed. Any substance screening conducted by the school nurse and/or other staff is not a substitute for the required medical examination required in N.J.S.A. 18A:40A-12.

h. A written report of the examination of the pupil shall be furnished by the examining physician to the pupil’s parent(s) or legal guardian(s), the Principal, and to the Superintendent within twenty-four hours of the referral of the pupil for suspected drug or alcohol use.

i. When the medical examination is performed by a physician other than the school physician or at the emergency room of the nearest hospital or at a designated medical facility approved by the Board, the parent is required to verify that the medical examination was performed within two hours of the referral of the pupil for suspected drug or alcohol use. The verification will include the printed name, address and phone number, and signature of the examining physician indicating that the required report is pending and the date by which it will be provided.

j. If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the pupil’s ability to perform in school, the pupil will be immediately returned to school pending drug or alcohol urine analysis results. If the written report of the examination is not submitted to the principal and/or Superintendent within twenty-four hours of the referral of the pupil, the pupil will not be allowed to return to school until such time as they provide medical clearance.

k. If there is a positive determination from the medical examination, indicating the pupil’s alcohol or other drug use interferes with his or her physical or mental ability to perform in school the pupil will be returned to the parent’s care as soon as possible.

l. If there is a positive drug screening indicating that the student was under the influence of substances, excluding anabolic steroids, the board-approved laboratory will fax the results to the building principal and the school physician. Attendance at school will then depend upon receipt of a written notification submitted to the principal and Superintendent from the physician who has examined the student. The initial report shall certify that substance use no longer interferes with the student’s physical and mental ability to perform in school. The student is subject to disciplinary procedures as stated in BOE policy #5530.

1) The student and parent will meet with the principal and the SAC. The student will be referred to an outside resource approved by the State Department of Health and certified by the appropriate drug and alcohol licensing board or a licensed practitioner who holds a certification in alcohol and drug counseling to conduct a diagnostic assessment for substance abuse.

2) If it is determined, through outside evaluation, that a student is abusing alcohol and/or other substances, the SAC will monitor the student’s continuum of substance treatment. He/She will provide support services for students who are in treatment or returning from treatment for substance dependency.
3) The student will comply with continued monitoring of substance involvement. Results will be reported to the parent.
4) The student is expected to comply with all treatment recommendations in order to remain in school.
5) All students returning to school from suspension or treatment programs must participate in a re-entry conference with the parent(s), SAC, administrator and guidance counselor.

m. Attendance at school will not resume until a written report has been submitted to the parent(s) or legal guardian(s), principal and Superintendent from the physician who has examined the pupil to determine whether alcohol or other drug use interferes with his or her physical or mental ability to perform in school.

n. Removal of a pupil with a disability shall be made in accordance with N.J.A.C. 6A:14-2.8.

o. If the results of the drug and alcohol screenings are negative, the student shall be permitted to resume classes immediately and no legal action can be taken against any individual involved in this procedure.

p. If at any time it is determined that a pupil’s use of substances presents a danger to the pupil’s health and well-being, the substance awareness coordinator or individual who holds a school nurse, school psychologist, school social worker, or student personnel services endorsement on the Educational Services Certificate and are trained in alcohol and other drug abuse treatment referral shall initiate a referral for substance abuse treatment. A parent(s) or legal guardian(s) refusal to comply with N.J.S.A. 18A:40A-12 frustrates the operation of these regulations and the return of the pupil to school shall be deemed to have violated the Compulsory Education Act N.J.S.A. 18A:38-25 and 18A:38-31, and/or the child neglect laws pursuant to N.J.S.A.9:6-1 et seq., and may be subject to prosecution. Furthermore, refusal or failure of a pupil to comply with N.J.S.A. 18A:40A-12 shall be handled by the district in accordance with N.J.A.C. 6A16-4.1(c)2.

q. Any educational or non-educational school staff member who in good faith reports a pupil to the Principal or Principal’s designee in compliance with Policy 5530 shall not be liable in civil damages as a result of making such a report, as specified in N.J.S.A. 40A-13 and 14.

4. **Sale and/or Distribution**

a. Any staff member to whom it appears that a pupil is selling or distributing a substance as defined in N.J.S.A. 18A:40A-9 (including alcoholic beverages, controlled dangerous substances, metabolic steroids, or any chemical or chemical compound that releases vapors or fumes causing an indication of intoxication) shall immediately report the matter to the principal.

b. The staff member having reasonable grounds to believe as a result of observation, information, or other source that a pupil is in possession (constructive or otherwise) shall escort the pupil to the principal.

c. The pupil shall be searched at the direction of the principal consistent with Policy No. 5770.

d. In the event the pupil refuses to be searched or in the event physical resistance is made by the pupil, police authorities should be contacted immediately. Physical force shall not be used by any staff member except in self-defense, defense of another, to obtain weapons or other dangerous objects, or to protect persons or property. Physical contact should be employed only as a last resort, and the amount of force extended must be reasonable under the circumstances.
e. If there are reasonable grounds to believe that a substance as defined in “4a” is located in a pupil’s locker or vehicle, the pupil shall be advised and the locker or vehicle shall be searched according to the conditions of Policy No. 5770.

f. Any suspected substance as defined in “4a” will be confiscated, tagged, and secured pending notification of law enforcement officials.

5. Intervention and Treatment Referral

Intervention and treatment referral services shall include but need not be limited to the following:

a. Referral will be made to a community agency recommended by the County alcoholism authority or the State Department of Health.

b. Educationally related support services will be provided for pupils who are in care or returning from care for drug or alcohol dependency.

c. A transitional plan will be designed to meet the educational needs of pupils with drug or alcohol use problems.

6. Reporting and Examination of Pupils under the Influence of Anabolic Steroids

a. Whenever any teaching staff member, certified or non-certified nurse or other educational personnel have reason to believe that a pupil has used or may be using anabolic steroids that person must report the matter as soon as possible to the Principal or, in the Principal’s absence, to a person designated by the Principal and to the certified or non-certified school nurse or the school physician or to the Substance Awareness Coordinator.

b. Students identified through the memorandum of agreement, core team or other sources will be required to submit to a diagnostic assessment and comply with all recommendations. Failure to do so will result in disciplinary action as stated in BOE policy #5530.

c. Students identified through memorandum of agreement with distribution of substances will be immediately suspended pending the outcome of a superintendent’s hearing.

d. Students identified through a core team referral or other sources will be recommended to submit to a drug/alcohol screen. A positive result will require a diagnostic assessment and compliance with all treatment recommendations of policy #5530.

e. The Principal or his/her designee, in response to every report, shall immediately notify the pupil’s parent(s) or legal guardian(s) and the Superintendent.

f. The Principal shall arrange for the immediate examination of the pupil by a physician licensed to practice medicine or osteopathy selected by the parent(s) or legal guardian(s). If the physician selected by the parent is not available to perform the examination, the examination will be conducted by the school physician, First Primary Care or emergency room or with the parent(s) or legal guardian(s) permission at a designated medical facility approved by the Board. An examination conducted, at parental request, by a physician other than the school physician or at a designated medical facility approved by the Board shall not be at district expense.

g. The pupil shall be examined as soon as possible for the purpose of determining whether the pupil has been using anabolic steroids. This examination will include a urine collection and analysis for anabolic steroid screening with standard diagnostic criteria and chain of custody protocol. Any student who shows a positive screen for anabolic steroid use will follow the same discipline procedure as mentioned under BOE policy #5530.
h. A written report of the examination of the pupil shall be furnished by the examining physician to the pupil’s parent(s) or legal guardian(s) and to the Superintendent.

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

j. If it is determined that the pupil’s use of steroids represents a danger to the pupil’s health and well-being, the Substance Awareness Coordinator or individual who holds a school nurse, school psychologist, school social worker, or student personnel services endorsements on the Educational Services Certificate and are trained to assess alcohol and other drug abuse shall initiate a referral for treatment to appropriate community agencies as defined in N.J.A.C. 6A:16-4.1(b), to out-of-state agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or to private practitioners certified by appropriate drug and alcohol licensing board.

7. Review and Availability of Policies and Procedures
   a. This policy (or a comprehensive summary) shall be distributed to each parent annually.
   b. Health classes will hold a class discussion on the drug policy, Drug Free School Zone laws, and pupil rights.
   c. The effectiveness of this policy shall be reviewed on an annual basis. Such review will utilize the input of the community, district pupils and personnel, home and school associations, and law enforcement officials as well as consultation with local agencies recommended by the Department of Health.

8. Freedom from Liability for Staff
   Any staff member who reports a pupil to the principal shall not be liable in civil damages as a result of making such a report as specified by N.J.S.A. 2A:62A-4 and as provided under N.J.S.A. 18A:40-42.

9. Evidence of Consultation
   In the development of this policy and its procedures, the following local agencies were consulted. Letters with copy of policy were sent soliciting recommendations.
   12 Step Recovery
   Hope House
   Fair Oaks Outpatient Recovery Center

10. Students Involved with Substances
    Law enforcement agencies are obligated to inform the school district when a student has been involved with substances (N.J.A.C. 6:29-10.1). When the school is informed that a student has been charged with a substance related offense, it will be recommended that the student be assessed by a certified drug and alcohol counselor to determine the level of involvement and possible treatment.
11. **Procedures for Cooperating with Law Enforcement**

Procedures for cooperating with law enforcement drug operations and activities will be in accordance with the provisions of Policy No. 9322, Enforcement of Drug Free School Zones.

(5131.6) (5131.6.1) (5131.6.2)
N.J.S.A. 24:21-1
N.J.A.C. 6:29-6.1 et seq.
Adopted: 24 April 1972

**DRUG/ALCOHOL REFERRALS**

Parents and teachers may refer a student due to an observed behavior pattern which may possibly be related to drug and/or alcohol abuse or misuse. Also, students may make an appointment to discuss their personal concerns related to drug and/or alcohol use. All referrals or concerns are to be directed to the student's counselor or the student assistance counselor. The Morris Hills Regional District works directly with drug treatment programs in seeking assistance for students with chemical dependency problems. Any student suspected of being “under the influence” or found in possession of drugs or alcohol will be sent out for a medical examination and substance screening (within 2 hours) to ensure the safety of the student.

**RANDOM ALCOHOL AND DRUG TESTING OF STUDENTS**

In accordance with Board of Education Policy #2435, Random Alcohol and Drug Testing, the District shall establish and maintain a program of random drug and alcohol testing for pupils enrolled in District High Schools who elect to participate in co-curricular activities, including athletics, and for pupils granted on-campus parking privileges. The program shall function according to the following regulations.

**ELIGIBILITY FOR TESTING**

The pupil random drug testing program shall be mandatory for any pupils who:

1. Elect to participate in co-curricular activities, including athletics, beginning with their participation in their first activity in any school year.
2. Apply for, and are granted, a parking permit for on-campus parking effective the date the first parking permit is granted in the school year.

**AND,** the program shall be voluntary for all pupils who elect to participate with written parental consent or his/her own written consent if an adult pupil.

Pupils remain eligible for random testing from the date the Consent to Test Form is submitted until an Activity Drop Form is completed, or until the student graduates from the Morris Hills Regional District, whether or not they have been previously tested or are currently participating in co-curricular activities (including athletics) or parking at the time they are selected for a random drug test. However, pupils ceasing to participate in co-curricular activities, including athletics, or pupils surrendering their on-campus parking privileges may file formal notice and withdraw from the random drug testing program. Students withdrawn from the testing program remain withdrawn from the testing program for one (1) calendar year from the date of withdrawal with a built-in fifteen (15) day grace period for reconsideration.
DRESS CODE

The Board of Education respects the right of students to determine their mode of dress providing this mode meets the standards which have been established.

A. General rules
   1. Pupils are expected to be clean and well groomed in their appearance and should abide by common standards of decency in dress and appearance.
   2. Pupils are expected to avoid extremes in appearance that are so disruptive or distracting.
   3. Dress or grooming that jeopardizes the health or safety of the pupil or of other pupils or is injurious to school property will not be tolerated.
   4. Pants must be worn with the belt/waist at the waist. Underwear should not be visible.
   5. Hats are not to be worn in the school building during school hours.

B. Prohibited clothing and articles
   The following garments and articles are prohibited in school and at school-sponsored events:
   1. Low-cut, tight fitting or transparent clothes, including beachwear, tube, halter, or tank tops, bare midriffs, and suggestive clothing;
   2. Sleeveless shirts are permitted, however straps must cover undergarments and be at least 3 inches in thickness.
   3. Shorts, skirts and dresses must be no shorter than 4 inches below one’s backside. When wearing tights/leggings, the student must have a top or dress that comes to mid thigh;
   4. Outdoor jackets, coats, or hats except when entering or leaving the building;
   5. Bare feet, unsafe footwear, and cleated shoes;
   6. Patches and decorations that are offensive or obscene;
   7. Underwear worn as an outer garment;
   8. Clothing that is deemed overly soiled, torn, worn, or defaced and jeans that are deemed excessively ripped;
   9. Nonprescription sunglasses, glazed, and tinted glasses, except as prescribed by the pupil’s doctor;
   10. Clothing, apparel and/or accessories which make reference to sex, drugs, violence, or alcohol, is demeaning to gender, race or ethnic groups, or which indicate affiliation with any gang or organization associated with criminal activity or fraternities or sororities or styles which may suggest such affiliation;
   11. Head-gear, hats, bandanas, and all types of colored beads, including rosary beads, are prohibited to be worn in school. Only clear rosary beads are permitted to be worn in school;
   12. Chains, cables or other accoutrements which could be used as weapons;
C. Enforcement

1. Teaching staff members will report perceived violations of the dress code to the assistant principal, who will interpret and apply the code.

2. Pupils who publicly represent the school or a school organization at an activity away from the school district are required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Pupils unwilling to comply will disqualify themselves from participation.

3. Pupils will not be permitted to attend a school-related function, such as a field trip, after-school activity unless they are attired and groomed in accordance with this dress code.

4. The principal may waive application of the dress code on a day especially scheduled for pupils’ free expression in dress and grooming.

D. Physical Education

1. Pupils shall wear the following types of clothing in physical education classes:
   a. Athletic type shorts without pockets or fringes
   b. Tee shirts
   c. A sweatshirt/sweatpants for outdoor activities in cold weather

2. Belts, cutoffs, jeans, jewelry, sports bras as shirts, and dirty or torn clothing and accessories are prohibited.

3. Body adornments, including but not limited to, body piercing jewelry which may jeopardize the safety and well-being of the students and others are prohibited. All “body piercing” must be removed from eyebrows, nose, tongue or other parts of the body. The only jewelry that will be permitted are stud earrings in the ear lobes. These studs must be covered by a band-aid or medical tape. A hoop or ring does not constitute a stud earring and must be removed. The students will be responsible for providing their own medical tape or band-aids. All other jewelry must be removed, including rings, watches, bracelets, and necklaces. Students refusing to remove jewelry will sit and lose physical education credit for the day.

4. Pupils must wear sneakers only; slip-on shoes, hard-soled shoes, and bare feet are prohibited in physical education class.

5. Unprepared for class – not appropriately dressed for participation.
   1st U = -7 (verbal warning by teacher)
   2nd U = -7 (administrative warning)
   3rd U = -7 (Saturday Detention)
   4th U = Removal from class for the remainder of the marking period and receipt of a grade of 50 or below for that quarter grade

HAZING, HARASSMENT, BULLYING or CYBERBULLYING

“HAZING” is exacting humiliating performances from or playing rough practical jokes on another individual.

“HARASSMENT, INTIMIDATION OR BULLYING” means any gesture, written, verbal or physical act, or any electronic communication that takes place on school property, at any school-sponsored function or on a school bus and that:
1. Is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.
5. Creates a hostile educational environment for the pupil by interfering with a pupil’s education or by severely or perversely causing physical or emotional harm to the pupil.

Acts of harassment, intimidation or bullying may also be a pupil exercising power and control over another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

“CYBERBULLYING” is the use of electronic information and communication devices, to include but not be limited to, email messages, instant messaging, text-messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

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

In the event that hazing, harassment, bullying or cyberbullying was committed by a school pupil away from school grounds, the Building Principal or designee may report the investigation results to the appropriate law enforcement agency. In addition, school authorities have the right to impose consequences on a pupil for conduct away from school grounds when it is reasonably necessary for a pupil’s physical or emotional safety.

Any form of HAZING, HARASSMENT, INTIMIDATION, BULLYING, CYBERBULLYING, or such harassment of any kind between students shall be dealt with in the severest of fashions to include, but not be limited to, IN-SCHOOL SUSPENSION, OUT-OF-SCHOOL SUSPENSION, REMOVAL FROM TEAM OR CLUB, PRINCIPAL’S OR SUPERINTENDENT’S HEARING. Hazing, harassment, intimidation or bullying in any form is absolutely forbidden and will be assessed as the greatest form of interpersonal disrespect.

Any concerns or reports of harassment, intimidation or bullying should immediately be reported to an administrator or the School Anti-bullying Specialist, Ms. Patricia Colvin (973-664-2213). The District Anti-bullying Coordinator is Ms. Sonya Boyer (973-664-2324).

The Board’s policy (5512) prohibiting harassment, intimidation and bullying and explaining the consequences of such actions can be found on the district's main website (www.mhrd.org) as well as on the (Morris Knolls) (Morris Hills) school websites. Copies of the policy are also available in the General Office.
PARTICIPATION IN ACTIVITIES/SENIOR ACTIVITIES

The participation in any school activity is a privilege. Administrative approval to participate is granted based on academic and discipline records. Any attendance or discipline issues prior to an event may result in the denial of the student to participate in the activity and subsequent activities. This includes prom, senior picnic, graduation and project graduation.

SMOKING REGULATIONS

The Board of Education is committed to providing a healthy and productive environment for its students. The Board believes that education plays an important role in establishing patterns of behavior related to good health and shall take measures to help its students resist tobacco use. Therefore, the Board shall promote non-smoking among its students.

Smoking or the possession of all tobacco products (including lighters, matches, smokeless cigarettes, and vaporizers, etc.) is prohibited in school buildings, on school premises, and in approved vehicles used to transport students. This provision applies to any school sponsored/approved activities or events where students are under the supervision of a staff member, club advisor, or athletic coach. The Chief School Administrator shall develop rules and regulations implementing this policy.

Based upon the unknown chemicals in smokeless/electronic cigarettes, vaporizers, etc. any student found using or in possession of these devices will be sent out for a medical examination and substance screening (within 2 hours) to ensure the safety of the student.

STUDENT INTEGRITY

The highest standards of honesty must apply to your actions at our school. Any act of dishonesty reflects upon you and affects the entire school community.

Among the most serious of offenses are copying and plagiarism. Both are forms of cheating. In copying, you are taking the work of another, either on homework or on a test, and claiming it as yours. The term plagiarism usually refers to a higher level of copying in which a person, often in preparing a research paper, copies from sources without indicating what sources were used. In effect, by not naming another source the student is claiming the work is his or hers. The term also applies if a student copies a research paper of another and claims that he or she is the author. Whether you are the person who gives or receives the information, you are guilty of a dishonest act and have put in jeopardy both your reputation and your academic standing.

All instances of cheating will be dealt with severely. Any work (homework, test, examination, or paper), which was done by dishonest means will receive a grade of "0". You will be subject to the discipline code, your parents will be notified of your offense, and a record of the incident will be placed in your file and retained for your high school career. Beyond all of these steps is the fact that you have been untrue to yourself and have damaged one of your most precious possessions, your character. You are responsible for your own work. If you lend your work to another student, even if you do not know he/she plans to copy it, both you and the other student will still receive a zero on the assignment.
Teachers reserve the right to require students to submit their work to Turnitin.com, a reputable service approved by the Board of Education to assist students throughout the writing process by providing feedback, preventing plagiarism, and encouraging the importance of original work.

WEAPONS

The Board of Education prohibits the possession, use, or exchange of any weapon or weapon related information in any school buildings, on school grounds, at any school sponsored event, and on school sanctioned transportation except as the possession and use of a weapon or weapon related information is authorized by law and required in the performance of the possessor's duty. Any pupil who possesses, uses, or exchanges a weapon or weapon related information in violation of this policy shall be subject to stringent discipline, which may include expulsion. Any pupil or school employee who suspects or knows of the presence of a weapon or weapon related information in violation of this policy and fails to report the same shall be subject to discipline. Any person who possesses a weapon or weapon-related information on school premises or school transportation or at a school sponsored event shall be reported to the appropriate law enforcement agency.
GENERAL DISTRICT POLICIES AND PROCEDURES
(All Board Policies May Be Found on the District Website)

AFFIRMATIVE ACTION: TITLE VI AND TITLE IX

It is the policy of the Morris Hills Regional District not to discriminate on the basis of sex in its education program, activities, or employment policies or practices as required by Title IX of the 1977 Education Amendments and Title VI. The “Affirmative Action Plan – Equality in Education Programs, School and Classroom Practices” and the “Affirmative Action Plan For Employment/Contract Practices” are maintained in the office of the District’s Affirmative Action Officer.

AFFIRMATIVE ACTION: GRIEVANCE PROCEDURE (TITLE VI AND TITLE IX)

The following is a summary of the procedure that has been established to deal with complaints that arise from Title VI and Title IX activities. Title IX prohibits discrimination on the basis of sex and Title VI prohibits discrimination on the basis of race, color, creed, religion, sex, ancestry, national origin, and social status. A grievance is defined as a complaint in which it is alleged that an individual's rights as set forth under Title VI and Title IX have been violated. The initiation of the grievance must be within 10 working days of the alleged occurrence.

- **Level 1** - Informal discussions: Principal
- **Level 2** - Written grievance: District Affirmative Action Officer
- **Level 3** - Appeal to Chief School Administrator
- **Level 4** - Appeal to the Board of Education

The entire policy, as defined by the Board of Education, explaining these four levels and procedures which were developed by the Superintendent for the administration of this policy is available in the General Office along with all forms that may be necessary to submit a grievance.

AFFIRMATIVE ACTION: STUDENT ACCESS

Within the Morris Hills Regional District, students are provided access to all curriculum offerings, athletics, and activities in a nondiscriminatory manner. Students are encouraged to register for clubs and activities, try out for athletic teams, and enroll in courses without regard to race/national origin, religion, sexual orientation, or disability. Any student with a recognized disability, as per the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Americans with Disabilities Act, will be provided reasonable accommodations on a per need basis. Students may register for courses with their counselors as per the district’s scheduling procedures. Students may enroll in clubs through the advisors assigned to those activities. The Morris Hills Regional District Curriculum Bulletin is available through the Guidance office. Club/activities handbooks are available at the beginning of each school year.

Inquiries regarding policies, practices or compliance with Title VI and Title IX may be directed to the Principal or to one of the following:
AFFIRMATIVE ACTION: SCHOOL OBJECTIVES

The Equity Plan Goals and Objectives include the following:
1. To foster positive student relations through increased understanding of multiculturalism and tolerance of differences.
2. To recruit and hire minority professionals to serve as role models for all students.
3. To decrease the dropout rate of minority students.
4. To ensure that the physical structure of Morris Knolls & Morris Hills is accessible to all students.

FAMILY LIFE EDUCATION: PROVISION FOR EXCUSING STUDENTS

Section (i) of the code states the following:
Any pupil, whose parents or guardians presents to the school Principal a signed statement that any part of the instruction in Family Life Education is in conflict with his/her conscience, or sincerely held moral or religious beliefs, shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result there-from. (N.J.S.A. 18A:35-4.6 et. seq.)

Parents or guardians who wish to excuse their child(ren) from any part of the Family Life Education Program should contact their building Principal. An excuse form will be provided for parental signature. The student must complete an alternative project for credit that is approved by the classroom teacher or the Supervisor of Health. Any concerns regarding the Family Life Education curriculum should be directed to the building Principal.

Any questions concerning the Family Life Education Program should be directed to the building Principal.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) / MODEL NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Morris Hills Regional District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Morris Hills Regional District 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 Morris Hills Regional District 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 a drama production;
The annual yearbook;
Honor roll or other recognition lists;
Graduation programs;
Military branch requests;
Vocational requests;
Share 911; and
Sports activity sheets 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 the following information – 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 Morris Hills Regional District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by Monday, September 19, 2016. Morris Hills Regional District has designated the following information as directory information: [Note: an LEA may, but does not have to include all the information listed below.]

<table>
<thead>
<tr>
<th>Student’s name</th>
<th>Degrees, honors, and awards received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>The most recent educational agency or institution attended</td>
</tr>
<tr>
<td>Telephone listing</td>
<td>Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s SSN, in whole or in part, cannot be used for this purpose.)</td>
</tr>
<tr>
<td>Electronic mail address</td>
<td></td>
</tr>
<tr>
<td>Photograph</td>
<td></td>
</tr>
<tr>
<td>Date and place of birth</td>
<td></td>
</tr>
<tr>
<td>Major field of study</td>
<td></td>
</tr>
<tr>
<td>Dates of attendance</td>
<td></td>
</tr>
<tr>
<td>Grade level</td>
<td></td>
</tr>
<tr>
<td>Participation in officially recognized activities and sports</td>
<td></td>
</tr>
<tr>
<td>Weight and height of members of athletic teams</td>
<td></td>
</tr>
</tbody>
</table>

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).
NO CHILD LEFT BEHIND

As a parent or guardian of a student at the Morris Hills Regional District, you have a right to request information regarding the professional qualifications of the classroom teachers who instruct your child. Federal law (NCLB) allows you to request this information and it will be provided to you in a timely manner should you ask for it. Specifically, you have the right to request whether the teacher has been licensed by the New Jersey Department of Education, whether a staff member has been permitted to teach under emergency certification provided by the New Jersey Department of Education, the teacher’s college major and any advanced degrees held, and whether any teacher’s aide who provides services to your child meets the qualifications of the New Jersey Department of Education.

If you would like to receive any of this information, please provide a written request through the building principal.

RECRUITMENT BY SPECIAL INTEREST GROUPS

Representatives of a bona fide educational institution, occupational agency, and the United States Armed Forces may recruit pupils on school premises by participation in assembly programs, career day activities and the like, and by distributing literature. Access for recruitment purposes will be equally available to all recruitment agencies, in accordance with law. Permission to recruit on school premises must be requested in writing before the planned activity and must be approved in advance by the Principal. The Principal shall not favor one recruiter over another, but shall not approve an activity that, in his/her judgment, carries a substantial likelihood of disrupting the educational program of this district.

Nothing in this policy shall be construed as requiring the Board to approve or participate in an activity that appears to advance or inhibit any particular religious sect or religion generally.

RIGHT TO KNOW

Notice of any construction or other activities involving the use of any hazardous substances will be posted on a bulletin board in the school if hazardous substances will be stored in the school at any time throughout the year. Hazardous substance fact sheets for any of the hazardous substances being stored will be made available upon request.

SAFE SCHOOLS PROGRAM

The Morris Hills Regional School District, in conjunction with the police departments of Denville, Rockaway Borough, Rockaway Township, and Wharton, has instituted a Safe School Plan. This plan includes peer counseling for students, relevant staff development opportunities and open communication among the high schools and the law enforcement agencies. Morris Hills and Morris Knolls are fortunate to have School Resource Officers in the buildings on a daily basis. The SROs serve as another resource for students to aid them in positive decision making. They also work with the administration to bolster school security.
The mission of the Morris Hills Regional District Safe Schools Program is to foster open lines of communication between the school’s staff and students and the four law enforcement agencies that serve the families in the Morris Hills Regional District. As a result of this cooperative relationship we will be better able to identify and address the needs and concerns of our high school students.

**SEARCH AND SEIZURE – STUDENTS’ RIGHT OF PRIVACY**

Morris Hills Regional District recognizes that a pupil's right of privacy may not be violated by unreasonable search and seizure and directs that no pupil be searched without reason or in an unreasonable manner. Teachers and building administrators are charged with the responsibility of maintaining order and discipline in the schools of our District and of safeguarding the safety and well-being of the pupils in their care.

In the discharge of that responsibility, the Principal, or his/her designee, may search the person or property of a pupil (including vehicles), with or without the pupil's consent, whenever there are reasonable grounds to suspect that the search will turn up evidence of a violation of law or school rules or there is evidence of possible endangerment to the safety of other pupils.

Additionally, the Board acknowledges the need for the in-school storage of pupil's possessions and shall provide storage places such as lockers for that purpose. Where lockers are provided for such storage, pupils may lock items against incursion by other pupils. The Board directs the building Principal to conduct a regular search at least annually of all storage places including lockers (gym and hall). In no storage place provided by the Board shall pupils have such an expectation of privacy as to prevent examination by the Principal or his/her designee.

Any controlled dangerous substances uncovered in a student's locker, backpack, purse, vehicle or other identifiable item during the search will be handled by the appropriate law enforcement officials and the local magistrate. Any other items or information obtained as a result of these random searches will be handled by school officials.

**SEARCHES: SUSPICIONLESS SEARCHES**

Morris Knolls High School reserves the right to conduct suspicionless searches as part of the Morris County Prosecutor’s Office PROCEED Program. The Morris Hills Regional District Board of Education has given the school authorities permission to invite drug-scent dogs to conduct suspicionless inspections of school property. Subject to inspection are lockers, handbags, purses, backpacks, vehicles, other portable containers, and outer clothing removed from students. Students may be ordered to vacate a room and leave their outer clothing and other possessions behind as part of the unannounced random suspicionless searches using drug-scent dogs. The school reserves the right to use other drug-detection techniques in addition to scent dogs, including but not limited to random locker inspections.

**SURVEILLANCE CAMERAS**

The Board of Education authorizes the use of electronic surveillance systems in school buildings, on school buses, and on school grounds to enhance the safety and security for school district staff, pupils, community members, and other building occupants and to protect the school district’s buildings and grounds. For more information, please refer to Policy #7441.
SEXUAL HARASSMENT

Sexual harassment is unwanted sexual or gender based behavior that occurs when one person has formal or informal (such as one peer over another) power over the other. This includes harassment based on sexual orientation or gender identity. The Board of Education recognizes that all teachers; staff members and students have the right to freedom from discrimination which includes an environment untainted by sexual harassment. Sexually offensive speech and conduct are inappropriate to the operation of a school district and intolerable in a setting to which the children of this district are exposed.

Sexual harassment exists when any of four conditions are met: (1) submission to the conduct is made a term or condition, either explicitly or implicitly, of obtaining education or employment; (2) submission or rejection of the conduct is used as a factor in decisions affecting that person’s education or employment; (3) the conduct has either the purpose or effect of “substantially interfering” with a person’s education or employment; (4) the conduct creates an “intimidating, hostile or offensive” educational or work environment.

The sexual harassment of any teacher, staff member or student in this district will not be tolerated. Any employee or student found to have sexually harassed a fellow employee or student in the Morris Hills Regional District will be subject to discipline. For adult employees, this may include contacting the appropriate legal authorities. For students, the law requires that all incidents must be reported to the local legal authorities in addition to school discipline penalties.

The Morris Hills Regional Board of Education directs that all teachers, staff, and students to avoid using any language, inappropriate gestures, contact and/or behavior pattern that may be sexually offensive to others. Any such incident which may be viewed as intimidating, hostile or offensive, should be reported to the building Principal or to a staff member immediately. Our local Police Department and/or the Morris County Prosecutor’s Office will be notified of all sexual harassment incidents involving either students and/or staff members.

STUDENT PUBLICATIONS: GUIDELINES

Any student publication distributed in school or written by a Morris Hills or Morris Knolls organization must be approved by the administration. In an effort to minimize occurrences of irresponsible journalism, the Morris Hills Regional Board of Education has seen fit to adopt a set of guidelines for student publications, to be observed by all members of the Morris Knolls student body. The policy includes the following items with regard to distribution of student sponsored publications on the Morris Knolls premises.

1. Definition of Publication
2. Time of Distribution
3. Location of Distribution
4. Distribution Approval
5. Problem of Littering
6. Publications Unacceptable for Distribution
7. Use of School Equipment
8. Appeals
The full text of this policy is available for perusal in the office of the administrator in charge of extracurricular activities or from the media specialists in the library. Close scrutiny should precede any attempt to print and distribute a student-sponsored publication.

**VISITORS**

Visitors must enter the building through the Main Lobby entrance after being cleared by the on-duty attendant. Proper identification must be presented, submitted, and scanned.

Our own graduates may make appointments to visit staff during a prep block or lunch. As a general rule, however, the Morris Hills Regional School District DISCOURAGES visitation by area students who are on vacation or who represent schools which are not currently in session for one reason or another. Only a non-county resident who is an overnight houseguest of a Morris Knolls student will be considered for a visitor's pass and this consent must be sought from the Assistant Principal AT LEAST ONE WEEK IN ADVANCE of the anticipated visit unless circumstances dictate otherwise. This request must be in writing and signed by a parent of the Morris Hills Regional student. A letter of permission from a parent of the visiting student must also be submitted. Failure to adhere to this procedure may result in denial of the request for a visitation privilege, and the visitor's immediate departure from the campus will be anticipated.
<table>
<thead>
<tr>
<th>Date Range</th>
<th>Holiday/Event</th>
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<tbody>
<tr>
<td>September 1-9</td>
<td>Ashara Mubaraka (Islam Dawoodi Bohra)</td>
</tr>
<tr>
<td>September 10</td>
<td>Yawm Aashura (Islam Dawoodi Bohra)</td>
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<tr>
<td>September 27</td>
<td>Elevation of the Holy Cross (Eastern Orthodox Christian)</td>
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<tr>
<td>September 29-October 8</td>
<td>Navaratri (Hindu)</td>
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<tr>
<td>October 13-20</td>
<td>Sukkot (Jewish)</td>
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<tr>
<td>October 14-20</td>
<td>Feast of Tabernacles (Church of God, Philadelphia Church of God)</td>
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<tr>
<td>October 21</td>
<td>Last Great Day (Church of God, Philadelphia Church of God)</td>
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<tr>
<td>October 22</td>
<td>Simchat Torah (Jewish)</td>
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<tr>
<td>November 1</td>
<td>All Saints’ Day (Christian), Samhain-Beltane (Wicca)</td>
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<tr>
<td>November 21</td>
<td>The Presentation of the Theotokos to the Temple (Eastern Orthodox Christian)</td>
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<tr>
<td>November 26</td>
<td>Day of Covenant (Baha’i)</td>
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<tr>
<td>January 1-7</td>
<td>Holy Convocation (Church of God and Saints of Christ)</td>
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<tr>
<td>January 7</td>
<td>Feast of the Nativity (Eastern Orthodox Christian)</td>
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<tr>
<td>January 15</td>
<td>Makar Sankranti and Pongal (Hindu)</td>
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<tr>
<td>February 13</td>
<td>Jonah’s Passover (Eastern Orthodox Church)</td>
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<tr>
<td>February 21</td>
<td>Maha Shivaratri (Hindu)</td>
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<td>February 25</td>
<td>Shrove Tuesday (Christian)</td>
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<td>February 26</td>
<td>Ash Wednesday (Christian)</td>
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<tr>
<td>February 26-March 1</td>
<td>Intercalary Days (Baha’i)</td>
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<td>March 2</td>
<td>Clean Monday (Eastern Orthodox Christian)</td>
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<td>March 9</td>
<td>Ayyam al Beez (Islam Dawoodi Bohra)</td>
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<tr>
<td>March 9-10</td>
<td>Holi (Hindu)</td>
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<td>March 10</td>
<td>Purim (Jewish)</td>
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<tr>
<td>March 13</td>
<td>L. Ron Hubbard’s Birthday (Church of Scientology)</td>
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<tr>
<td>March 20</td>
<td>Ostara (Wicca), Mabon (Wicca/Pagan Northern and Southern Hemispheres), Nowruz (Zoroastrian)</td>
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<tr>
<td>March 24</td>
<td>Souramana Yugadi (Hindu)</td>
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<tr>
<td>March 25</td>
<td>The Annunciation of the Theotokos (Eastern Orthodox Christian) and The Annunciation of the Virgin Mary (Christian)</td>
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<tr>
<td>April 6</td>
<td>Mahavir Jayanti (Jain)</td>
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<tr>
<td>April 7</td>
<td>Lord’s Evening Meal (Christian, Jehovah’s Witness), Memorial of the Feast of the Lord’s Passover (Church of God and Saints of Christ)</td>
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<tr>
<td>April 8</td>
<td>Buddha’s Birthday/Buddha Day</td>
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<tr>
<td>April 9</td>
<td>Holy Thursday (Christian)</td>
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<tr>
<td>April 20</td>
<td>Bright Monday (Eastern Orthodox Christian), First Day of Ridvan (Baha’i)</td>
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<tr>
<td>April 24-May 23</td>
<td>Ramadan (Islam)</td>
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<tr>
<td>April 28</td>
<td>Ninth Day of Ridvan (Baha’i)</td>
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<tr>
<td>April 29</td>
<td>Yom Ha’Atzmaut (Jewish)</td>
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<tr>
<td>May 1</td>
<td>Beltane (Wicca), Twelfth Day of Ridvan (Baha’i)</td>
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<tr>
<td>May 11</td>
<td>Shahadat - Amirul Mumineen (Islam Dawoodi Bohra)</td>
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<tr>
<td>May 12</td>
<td>Lag B’Omer (Jewish)</td>
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<tr>
<td>May 21</td>
<td>Ascension of Our Lord (Christian)</td>
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<tr>
<td>May 22</td>
<td>Aakhir Jamo’a (Islam Dawoodi Bohra)</td>
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<tr>
<td>May 28</td>
<td>Ascension of Baha’u’llah (Baha’i)</td>
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</tbody>
</table>

*Note: Holidays that fall on Saturday, Sunday or days when school is closed are not listed.*

Disclaimer: The New Jersey Department of Education has made every attempt to ensure the accuracy of the dates. The information has been verified through the use of various sources and some dates may vary due to the lunar, Gregorian and Julian calendars.
MORRIS KNOLLS HIGH SCHOOL
IMPORTANT PHONE NUMBERS

Attendance Office 973-664-2229
Attendance Office Fax 973-664-9379

General Office 973-664-2209
General Office Fax 973-586-3550

Guidance Office 973-664-2210
Guidance Office Fax 973-664-1483

Athletic Office 973-664-2238
Athletic Office Fax 973-664-9394

Health Office 973-664-2233

Mr. James Jencarelli, Superintendent 973-664-2291

Dr. Nisha Zoeller, Assistant Superintendent 973-664-2293

Ms. Sonya Boyer, District Director of Special Services 973-664-2324

Mr. Ryan MacNaughton, Principal 973-664-2201

Mr. Joseph Cirigliano, Assistant Principal-Student Management 973-664-2205

Mr. Daniel Haug, Assistant Principal-Student Management 973-664-2203

Ms. Erin Morgan, Assistant Principal-Attendance 973-664-2231

Mr. Stan Abromavage, Supervisor of Guidance 973-664-2211

Mr. Michael Bouroult, Supervisor of Student Services/Athletics 973-664-2238

Ms. Mary O’Shea, Learning Disabilities Teacher Consultant 973-664-2249

Ms. Danielle Van Der Veken, Student Assistance Counselor 973-664-2213

Officer Michael Ambrose, School Resource Officer 973-664-2240
IN CASE OF INCLEMENT WEATHER - LISTEN TO:

WMTR - 1250 AM

WDHA - 105.5 FM

WSUS - 102.3 FM

WOR - 710AM
WAWZ – 99.1FM

TELEVISION CHANNELS: 4, 5, 7, and 12

OR ACCESS THE DISTRICT WEBSITE: www.mhrd.org