

NEW MILFORD HIGH SCHOOL
2010-2011
HANDBOOK

Mr. Eric Sheninger, Principal
Mr. Louis Manuppelli, Vice Principal
Mr. Gerald Perrone, Director of Athletics

*Special thanks to the NMHS PTO and the
New Milford Municipal Drug Alliance for
their financial support in producing this
handbook*

Student Name: _____

Homeroom: _____

ALL STUDENTS MUST HAVE THIS PLANNER IN
HAND IN ORDER TO BE IN THE HALLS DURING
CLASS.

By signing and returning this page to your homeroom
teacher, you have acknowledged you and your parents
understand and comply with all the rules and regulations that
govern New Milford High School

Parent name (print)

Parent signature

AFFIRMATIVE ACTION

New Milford Board of Education is an equal opportunity employer. Employment is granted without regard to race, color, creed or national origin. The Affirmative Action officer for the New Milford Board of Education is Mr. Louis Manuppelli, Vice Principal – New Milford High School (x2008)

The 504 Officer is Ms. Whitney Perro, Principal of David E..Owens Middle School (201) 265-8661 (ext. 3007)

**RETURN THIS PAGE SIGNED TO YOUR HOMEROOM
TEACHER**

**NEW MILFORD HIGH SCHOOL
One Snyder Circle
New Milford, NJ 07646
(201) 262-0172
Fax (201) 262-4445**

Media Permission

_____ I give permission for my child to appear in any newspaper, television show (news or any type of educational program), or on the internet (video, blog, article) originating from the New Milford School District. The appearance could include name, photo, video, and/or resemblance.

_____ I do not give permission for my child to appear in any newspaper, television show or on the Internet originating from the New Milford School District.

Student Name (please print): _____

Parent/Guardian's Signature

_____ Homeroom: _____

Date: _____

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TEACHER**

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WELCOME

Dear Students and Parents:

It is a pleasure to welcome you to New Milford High School. This handbook/planner is designed to make you aware of the educational opportunities available at New Milford High School and to highlight the school's policies and procedures. We have attempted to answer the most often asked questions. **Please read this handbook/planner very carefully.**

Our varied programs at New Milford High School offer many challenging and rewarding experiences. It is our hope that each of you will work together with the faculty and staff to make these experiences enjoyable and rewarding.

We wish you all the best for the new school year.

Sincerely,

Mr. Eric Sheninger
Principal

Mr. Louis Manuppelli
Vice Principal

NEW MILFORD PUBLIC SCHOOL DISTRICT MISSION

The New Milford Public School District respects individual differences and embraces the diversity of all students. It is committed to providing relevant, comprehensive and innovative educational opportunity that meets or exceeds the achievement of Core Curriculum Content Standards at all grade levels. The District seeks to engage family and community in active partnership with the schools in a unified effort to develop students into self-directed, self-confident critical thinkers well prepared to master the challenges of life-long academic, cultural, social, emotional and career advancement, as well as responsible participation in an interdependent global community.

BELL SCHEDULES - 2010-2011

Regular Bell Schedule

<u>Time</u>	<u>Period</u>
7:50 - 8:00	HR
8:04 - 8:52	1
8:56 - 9:44	2
9:48 - 10:36	3
10:40 - 11:28	4
11:32 - 12:20	5
12:24 - 1:12	6
1:16 - 2:04	7
2:08 - 2:55	8

Activity Bell Schedule

<u>Time</u>	<u>Period</u>
7:50 - 8:00	HR
8:04 - 8:47	1
8:51 - 9:33	2
9:37 - 10:19	3
10:23 - 11:05	4
11:09 - 11:51	5
11:55 - 12:37	6
12:41 - 1:23	7
1:27 - 2:09	8
2:13 - 2:55	*Activity

[*the activity can occur anywhere in the day]

Delayed Bell Schedule

<u>Time</u>	<u>Period</u>
10:00 - 10:08	HR
10:12 - 10:44	1
10:48 - 11:20	2
11:24 - 11:56	3
12:00 - 12:32	4
12:36 - 1:08	5
1:12 - 1:44	6
1:48 - 2:20	7
2:24 - 2:55	8

"4 Hour" Bell Schedule

<u>Time</u>	<u>Period</u>
7:50 - 7:55	HR
7:58 - 8:28	1
8:31 - 9:01	2
9:04 - 9:34	3
9:37 - 10:07	4
10:10 - 10:40	5
10:43 - 11:13	6
11:16 - 11:46	7
11:49 - 12:19	8

POLICIES AND PROCEDURES

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ATTENDANCE POLICY AND PROCEDURES

The state has mandated that attendance/absence regulations be instituted in all secondary schools (New Jersey State Statute 18:38-25), and student attendance is addressed in Board of Education Policy #5200. Students must be present a minimum of four (4) hours of instructional time in order to participate in any extra-curricular activity including practices and rehearsals. Exceptions to this policy including early dismissals for reasons other than illness must have the principal's approval.

1. Board Policy #5200 states: ...**“absenteeism from a class for any reason beyond fifteen (15) classes will result in a ‘no marks - no credit’ status in that subject for the entire school year. Absences count, regardless of the reason, except that consecutive absences covered by a doctor’s note presented upon the student’s return to school will count as a single (1) absence. All opportunity to make up work is lost with absenteeism beyond fifteen (15) classes.”**
2. **Every three (3) tardies to a class will count as one (1) absence.**
3. Students should be mindful that unauthorized absences from school (e.g. truancy and/or cuts) not only count in this regulation, but also will be dealt with according to the discipline code.
4. Students are required to make up all work missed during absences from school.
5. For all absences, the attendance secretary will contact the parent/guardian for an explanation of the reason for the absence. A parental note is required upon re-entry. These notes should include the date(s) of the absence and the date of return.

PROM/AFTER SCHOOL ACTIVITIES

Multiple discipline referrals, suspensions, or attendance violations will deny your son or daughter the ability to attend the prom, dances, and any after school activity, at the administrators' discretion.

RELIGIOUS HOLIDAYS

The State of New Jersey supplies us with a list of approved religious holidays occurring on school days. **Student absences on these days will be excused if accompanied by a note from parent/guardian.** This list of holidays is available in the attendance office.

TARDINESS TO SCHOOL

Homeroom begins at **7:50 a.m.** If a student is not present by 7:50 a.m., he/she **MUST** go to the Attendance Office, for an "admit" slip.

1. For each tardy, the student will be assigned a lunch detention and parental contact will be made.
2. Tardiness in excess of three will result in, at least, the assignment of an extended detention.
3. Excessive tardiness will result in **Saturday detentions and in-person parent conferences**. Continued excessive tardiness may result in a suspension for *acting in an openly defiant manner* (NJ - 18A:37-1, 37-2).
4. If a student is enrolled in a "0" period class they must be in school by 7:15am or they will be marked as tardy.

IDENTIFICATION CARDS

All students are required to present their school-issued photo I.D. upon entrance to the school. Staff is also required to have their photo I.D.s available. Lost or damaged cards **MUST** be replaced. When a student's I.D. card is left at home, a temporary (dated) I.D. card will be issued for a \$1.00 fee. A \$5.00 fee will be assessed for replacement of any lost, damaged or defaced card. In addition, detentions may be assigned. (See "discipline" for related infractions.) **Students will not be permitted to attend classes without their I.D. cards. I.D. cards must also be presented when requested by teachers or administrators.**

EMERGENCY PREPAREDNESS

In addition to bi-monthly fire drills, the school will be conducting periodic lockdown and evacuation drills throughout the year.

"NO SCHOOL" ANNOUNCEMENT

Radio stations WOR (710 AM), WINS (1010 AM), WCBS (880 AM), and CABLEVISION CHANNEL 10 are the official stations through which "no school" announcements are made between 6:15 a.m. and 7:30 a.m. If school will not be open, there will be two blasts on the fire whistle sounded at 6:30, 7:00 and 7:30 a.m. Parents should not call the school or police department since this only jams the switchboards during emergency situations. You may call the New Milford Board of Education Office at 262-0172 between 6:30 and 7:30 a.m. to obtain a recorded message. The high school P.T.O. has established a voluntary emergency closing phone-chain for parents of all students in the high school.

TWITTER UPDATES

Visit <http://twitter.com/NewMilfordHS>

DELAYED OPENING/EARLY DISMISSAL

If a decision is made to delay the opening of school, the high school P.T.O. will activate the telephone chain. School will start at 10:00 a.m. If weather conditions worsen during the early morning, A.M. radio stations WOR, WINS, WCBS and Cablevision will announce that schools are closed for the day. If weather conditions worsen during the school day, school may be dismissed early.

LIBRARY/MEDIA CENTER PROCEDURES

1. Students are welcome to use the Library before and after school and with a pass during the school day. As the Library is a resource center for the whole school, users are expected to be respectful of others, to maintain an atmosphere conducive to quiet study and reading, and to be careful not to damage any of the furniture or library materials. The Library has a "...no food/no drink policy..." – please respect it.
2. **In order to borrow any materials from the Library, all students must have a valid New Milford Public Library card, in their own names, which they will register with the Library Media Specialist during the first week of school.**
3. Most books circulate for 28 days and periodicals for 14 days. It is the student's responsibility to request renewals before the due date.
4. A student may borrow library materials for him/herself only.
5. A fine of ten cents (10¢) per day per book for each day a library book is overdue will be levied.
6. Information about the Library is available on the district website (www.newmilfordschools.org) through the high school link.
7. The Library's computers are for educational purposes only.
8. A scheduled class has priority over individual student use.
9. Failure to comply with the Board of Education's Acceptable Use Policy may result in withdrawal of computer privileges and/or other disciplinary action.
10. **Failure to comply with library rules may result in withdrawal of the privilege to use the library and/or other disciplinary action.**

MEDICAL APPOINTMENTS

Parents/guardians are urged to make medical, dental and other appointments at times outside of school hours. Should a need arise; a note written by the parent/guardian **must be presented to the attendance secretary no later than 7:50 a.m. on the day involved.** The note should state: reason for the request, time the student must leave school and name of the doctor or dentist so that the appointment may be verified.

MEDICATION POLICY

Before any medication may be administered to or by any student during school hours, the Board of Education Policy #5530 requires the written request of the parent and the written order of the prescribing physician. Medication may be stored in the nurse's office and used as necessary with supervision by the nurse.

18 YEAR OLDS

A student 18 years of age or older, is recognized as an adult in the State of New Jersey. In New Milford High School, these students may:

1. Request permission to leave early in writing to the vice-principal **before 7:50 a.m.** It is not to be assumed that permission is automatically granted. Such requests should not exceed one per marking period. Jurisdiction rests with the V.P.
2. Sign their own permission slips to participate in athletic programs, field trips and other school events.
3. Review their official school records by following the established procedure.
4. Submit written requests for change of address for correspondence.

A student 18 years of age or older must still obey school rules and regulations. Regardless of age, students will be held accountable for grades, disciplinary sanctions, attendance and conduct in school.

ACCIDENT REPORTS

If a student is injured anywhere in school, whether in curricular or extra-curricular activities, the student must notify the teacher involved and the school nurse as soon as possible so that an accident report can be filed.

INSURANCE

The New Milford Board of Education is not liable, and may not provide insurance coverage for accidental injuries that students sustain during the course of the school day. The Board is not responsible for injuries to pupils while they are traveling to and from school. Students in New Milford High School are eligible for accident insurance by filing an application distributed to them at the beginning of the school year and the payment of a fee. Parents who do not participate in this program should depend on personal insurance policies to pay for medical expenses for injuries in any school activity.

LOCKS & LOCKERS

Security of personal property is the responsibility of each student. **Students must use the locker assigned - sharing lockers is prohibited.** Lost or stolen locks must be paid for at a cost of \$6.00. Although locks and lockers are provided for each student, they are owned by the New

Milford Board of Education and authorized personnel have the legal right to inspect lockers. (Board of Ed. Policy #5770). **N.J.S.A. 18A:36-19.2**
The principal or other officials designated by the local board of education may inspect lockers or other storage facilities provided for use by students so long as students are informed in writing at the beginning of each school year that inspections may occur.

TEXTBOOKS/FINES

The Board of Education supplies each student with textbooks paid for with public tax money. Students are held responsible for proper care of their materials. All books and materials must be returned at the end of the school year. Failure to return books or pay fines will result in delays of report cards, schedules, etc. In an attempt to reduce wear and tear, all books will be covered.

MONEY & VALUABLES

Students should not bring money or valuables to school. The school is not responsible for lost or stolen items. Valuable items should not be left in lockers since we cannot assume responsibility for their security. This has become a special concern in the P.E. locker room area. All personal belongings must be locked in each student's own locker. Please see the administration for assistance on those rare occasions when valuables or a larger amount of money must be brought to school. These items may then be stored in the school safe.

GYM LOCKERS

**We are not responsible for items in the gym locker rooms.
Everything must be locked in order to be protected. Students are not permitted to share gym lockers with other students.**

LOST & FOUND

If a student finds a book, article of clothing, jewelry, money, etc., bring it to the main office. An attempt will be made to locate the rightful owner.

VISITORS TO SCHOOL

- 1. No student may bring a visitor to the school.**
- 2. Adult visitors** (e.g. parents, guest speakers, board members, salespersons, vendors, etc.) **will only be admitted with a previously arranged appointment.**
3. All visitors must report to the main office to sign in and receive a visitor's badge.
4. Unauthorized visitors may be prosecuted if they do not comply with posted signs and Board of Education Policy #9150.

BUS TRANSPORTATION

Improper behavior, including vulgar and/or abusive language, will not be tolerated. Failure to abide by the rules and regulations may result in suspension of bus privileges and other disciplinary action. This applies to all buses transporting N.M.H.S. student

PARKING

Students may use their cars for transportation to and from school, but must park off school grounds. The school is in no way responsible for damage to student automobiles, regardless of where parked. If your car is damaged, New Milford police should be contacted. At no time are students to park in the faculty parking lots or in the “CVS” parking lot. Cars parked in the “CVS” parking areas are subject to towing at students’ expense. Students violating any of the above are subject to penalty as stated in the discipline code.

DRESS CODE

It is generally accepted that the dress code of young men and women contributes toward positive behavior and attitude. The school has an obligation to encourage the proper standards of dress among students. Student dress and grooming shall reflect appropriateness, cleanliness and safety within the classroom and at school activities. The interpretation of this lies with the administration. **Hats, headbands, visors, bandanas, and hoods will not be carried or worn in the school. Students wearing hooded sweatshirts may not wear the hood in school. Halter tops, sheer outer clothing covering only undergarments, bare midriffs, cut-off sleeves, and oversized, revealing tank tops are considered inappropriate dress. (Specifically, under garments may not be visible.) Clothing and/or accessories that may be construed as gang-related are prohibited, as well as, chains attached to wallets or other garments.** Safe and appropriate footwear must be worn at all times (i.e. no sandals without backs). Shorts and skirts of appropriate length are permitted. Anti-religious, anti-racial, or obscene references are prohibited. Clothing with alcohol, drug, or other inappropriate messages or advertisements is prohibited. **The school reserves the right to make the decision as to whether student attire is appropriate.**

SENIOR LOUNGE

The senior lounge is located near the cafeteria and is restricted to SENIOR USE! The use of the senior lounge is a *privilege*.

Guidelines are:

1. **The Senior Lounge will be open only during lunch periods.**
2. Seniors must keep the room in a clean and orderly fashion.
3. They should do nothing to disturb nearby classes.
4. The TV may be used as long as the volume is kept low.
5. Any activity that could be construed to include gambling is expressly forbidden on school property.
6. Physically active games such as Frisbee tossing and ball playing are not permitted.
7. **The use of electronic devises (cell phones, I pods, etc.) is prohibited.**
8. Video games are accepted at the discretion of the Vice Principal. They must gain prior permission to use these items.

GRIEVANCE PROCEDURE

Students have the right to discuss a grievance they might have concerning general rules and regulations established by the school, administration and/or teachers. Grievances must follow the chain of command:

Classroom teacher
Department Chairperson/Athletic Director
Guidance, if applicable
Vice principal
Principal
Superintendent of Schools
Board of Education

WORKING PAPERS

State law requires that every individual under the age of eighteen, who desires to work, must obtain working papers. They may be obtained in the Main Office. **The principal is the issuing officer and is given the authority to revoke working papers at any time should he feel employment interferes with good scholastic work.**

SUBSTANCE ABUSE & TESTING

All students enrolled in the New Milford Public Schools are FORBIDDEN to sell, use, or transfer any drugs or alcohol at any time while attending school, at a school function including field trips or on school property. When there is reason to *suspect* that a student is selling, transferring, possessing, or under the influence drugs or alcohol, that student will be subject to the following:

- (1) The administration shall notify the parent or guardian, and the superintendent of schools, and shall arrange for an immediate examination of the pupil by a doctor selected by the school or parent/guardian. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not he/she is under such influence. (18A:OA-12)
- (2) If a doctor is not immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination accompanied by a member of the school staff and a parent or guardian of the pupil *if available* within 24 hours of the referral. N.J.A.C. 6A:16-4. (A) (6)
- (3) If it is determined that the pupil is under the influence of a substance, the pupil shall not return to school until the Principal receives a written report certifying that the pupil is physically and mentally able to return.
 - a. The pupil shall be interviewed by the Student Assistance Counselor to determine the extent of the pupil's drug involvement and possible need for treatment.
 - b. If it is determined that the pupil's involvement with these substances represents a danger to the pupil's health and well-being, the administration shall refer the pupil to an appropriate treatment program.
 - c. The Administration will assign the appropriate penalties as listed on page 16.

PASI SCREENING

The New Milford Board of Education and administration recognizes that a pupil's abuse of harmful substances seriously impede that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take additional necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. In keeping with its commitment to protect the students, staff and community members from the harm of alcohol use and the deterrence of alcohol use, a passive alcohol detector (PASI) will be utilized at select events. The PASI screening may be conducted before, during and after any extra-curricular school-sponsored event, including, but not limited to: dances, proms/cotillions, class trips, overnight trips, or when the building principal or designee has reason to believe the use of alcohol by pupils may be present. A PASI will only be used in accordance with the guidelines of this policy.

HARASSMENT, BULLYING & TEASING

As set forth in various Board of Education Policies and Regulations, all forms of harassment, bullying and teasing will not be tolerated. N.J.S.A.-18A:37-15. Professional staff members will be trained to identify and recognize harassment of all types (including: race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.) Harassment will be prevented through curriculum, instruction, and guidance-related programs. Disciplinary measures and appropriate counseling interventions will be imposed whenever cases of harassment are reported.

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DISCIPLINE CODE

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DISCIPLINARY PROCEDURES

- 1) **Detention** - A.M. or P.M. detentions may be assigned for minor infractions. Missing an assigned detention would result in penalties accorded any act of defiance and/or insubordination.
- 2) **Extended Detention** –“Extended Detention” may be assigned as a consequence for various infractions. “Extended Detention” is a 60-, 90- or 120-minute session of supervised study to be held immediately after school. Assigned students are required to be on time (**no one will be admitted late**) and to be prepared to work on previously assigned schoolwork. A teacher is present at all times. NO radios, beepers, Ipods, games, cellular phones, comic books, food, beverages, etc. are permitted. Lavatory privileges are at the discretion of the detention teacher. **Any student who is disruptive will be removed from Extended Detention, and will be suspended from school. Failure to attend Extended Detention may also result in suspension.**
- 3) **Saturday Detention** – This 4 hour detention may be assigned as a consequence for repeat infractions in which extended detentions have not worked to deter negative behaviors.
- 4) **In-School Suspension** - This action involves a suspension for a short duration of time, usually one day. Parents are notified by the Vice Principal. Work will be assigned by both the Vice Principal and the student’s teachers. **All suspensions will require a parent/guardian conference prior to re-admittance.**
- 5) **Out-of-School Suspension** – As a consequence for more serious infractions, this action involves a suspension during which the student does not report to school. Upon return, students have the responsibility to make up all work missed. **All suspensions will require a parent/guardian conference prior to re- admittance.**
- 6) **Expulsion** - An expulsion hearing may be conducted for students in very serious circumstances as outlined in state laws and board policies.

CLASS/STUDY CUTS

<u>CUT</u>	<u>STEP</u>	<u>PENALTY</u>
1	1	Extended Detention(s) Written parental contact
2	2	In-school Suspension Written parental contact Required parent conference with guidance/administration
3	3	Suspension(s) - all subsequent cuts: multiple suspensions Required parent conference Cont.....

***3rd Cut in any one class will result in withdrawal from that course and a grade of WF (as per Board of Education Regulation 5600)**

OTHER VIOLATIONS

Open Defiance of Authority		Suspension(s) as per New Jersey Title 18a
Out Of Building Without Permission	1 2 3	One day In-school Suspension Up to a three-day Suspension Three day Out-of school Suspension
Truancy	1 2 3	Three Extended Detentions <u>(required parent conference before student re-admitted)</u> One day In-school-Suspension <u>(required parent conference before student re-admitted)</u> Multiple suspensions, possible referral to Superintendent and "juvenile court".
Lateness to Assignments	1 2 3 4	Verbal warning by teacher One 1/2 hour detention assigned with teacher Referred to Vice Principal for P.M. Detentions and/or Extended Detention Extended Detentions or Suspension
Cell Phone		(CELL PHONES MUST BE OFF)
(use, in sight)	1 2	confiscated from student and returned to Parent/guardian, by appointment only, with the assignment of a 120 minute detention. confiscated until the end of the year with the assignment of an in-school suspension
I Pod		(I PODS NOT ALLOWED IN SCHOOL)
	1	confiscated until the end of the year with the assignment of an in-school suspension

Refusal to relinquish the phone or electronic device to teacher or administrator will result in an automatic suspension.

Smoking on School Property	1	One day in-school-suspension (with <u>referral to Municipal Court</u> for a possible fine.)
	2	Two day out-of-school-suspension (with <u>referral to Municipal Court</u> for a possible fine)
	3	Multiple day out-of-school-suspension (with referral to Municipal Court for a possible fine)
Fighting	1	4 day out-of-school suspension and 1 day ISS (a formal police complaint may also be signed)
Dress Code	1	Student sent home for a clothing change <u>or</u> parent required to report to school with new clothing
	2	Extended detention issued
	3	In-school suspension issued

In addition, the following offenses may result in detentions and/or suspensions. These include, but are not limited to:

- Failure to check into homeroom or attendance office when required
- Use of profanity or obscene language/gestures
- Endangering the safety of self or others
- Vandalism/Causing damage to school property, includes I.D. card (suspension plus financial liability)
- Failure to properly display I.D. card
- Failure to follow school rules and regulations
- Failure to comply with the Board of Education Acceptable Computer Use Policy
- Sexual harassment
- Teasing
- Bullying
- Theft
- Gambling (including possession of gambling implements such as dice or cards)
- Possession of tobacco-related materials
- Failure to comply with the dress code

PLEASE NOTE:

1. **Students who miss any of their assignments due to cutting, truancy, and/or lateness forfeit the option of making up any work they missed, including announced or unannounced exams, tests or quizzes on the day involved.**
2. Responsibility for disproving accusations of misbehavior or cutting rests with the student.
3. Any student withdrawn from a course required for graduation must take it as a “new” course during the summer session (repeating the course during the regular year may be an option.

4. Students who continue to commit infractions beyond the prescribed steps in the code will receive more stringent disciplinary actions – an expulsion may be considered. Students with repeated disciplinary referrals from the same class may be temporarily or permanently excluded from class, as determined by the administration.
5. Students who do not fulfill obligations for Extended Detention may be suspended as determined by the administration.
6. An established due process procedure permits a student and/or parent to appeal to the next highest authority: *continued.....*
 - a) if the student feels the offense does not warrant the punishment
 - b) if the duration of the suspension seems excessive
 - c) if there are extenuating circumstances to be taken into consideration

[The "chain of command" for an appeal must be followed: Teacher, Vice Principal, Principal, Superintendent of Schools, Board of Education.]

WEAPONS

Students are prohibited by State law and New Milford school policy from bringing any weapons into the school building. Weapons may include guns, knives, or any object capable of inflicting bodily harm. Any student carrying or using a weapon will be immediately suspended from school. When there is probable cause to believe that an offense has been committed, the police will send an officer to the school to take custody of the weapon. It is understood and agreed that the New Milford Police department will make an arrest of any student believed to be in the unlawful possession of a firearm or other dangerous weapon. A formal complaint will be filed against a student in possession of a dangerous weapon and a recommendation for **expulsion** will be sent to the Superintendent.

ASSAULT BY STUDENTS

Any student who commits an assault, (NJAC 18A:37-2.12) upon a teacher, administrator, Board of Ed. member, or any other employee of the Board of Ed. acting in the performance of his/ her duties and in a situation where his/her authority to act is apparent, shall be immediately suspended from school consistent with procedural due process pending expulsion hearings before the Board of Education.

SEXUAL HARASSMENT

Sexual harassment between students can be any unwanted and uninvited behavior, words, gestures, threats, or physical contact on a gender or sexual basis that results in physical harm or causes a person to feel uncomfortable, unsafe, or threatened. Such actions include, but are not limited to: touching or grabbing; being the target of sexual rumors; sexual comments about ones body; comments about ones gender; conversations that are too personal; sexual pictures, photos, or drawings;

“mooning” or “flashing”; verbal disrespect; dirty jokes; and obscene language. When the Administration learns of such action they will initiate disciplinary action including required parent conference, detention, suspension, and possible expulsion.

DEFIANCE OF AUTHORITY

Please read the following New Jersey State Statutes. We adhere to these laws:

- 18A:37-1 Submission of Pupils to Authority
“Pupils in the public schools shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study and submit to the authority of the teachers and others in authority over them.”
- 18A:37-2 Causes for Suspension or Expulsion of Pupils
“Any pupil who is guilty of continued and willful disobedience or of open defiance of the authority of any teacher or person having authority over him or of the habitual use of profanity or obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.”
- 18A:37-3 Liability of Parents or Pupils for Damage to Property
“The parents or guardian of any pupil who shall injure any school property shall be liable for damages for the amount of the injury to be collected by the Board of Education of the district and any court of competent jurisdiction, together with costs of suit.”

SUBSTANCE ABUSE POLICY VIOLATIONS

Penalties according to Board of Ed. Regulation #5530:

- First offense:** Parent conference
Mandatory counseling
Extra-curricular ineligibility for ten (10) days of scheduled activities
Mandatory four (4) day out-of-school suspension, and one (1) day in-school suspension.
Police notification.
- Second offense:** Parent conference
Mandatory counseling
Extra-curricular ineligibility for one calendar year
Mandatory ten (10) day out of school suspension
Police notification
Recommendation for expulsion
- Third offense:** **Exclusion from school, pending a Board of Education hearing for expulsion**
Police Notification

PROHIBITED ITEMS

As per Board of Education Policy #5516, students are prohibited from using cell phones or beepers. Students are also prohibited from possessing radios, IPODs, MP3 players, “walkie/talkies”, “walkmen”, electronic games/toys, rollerblades, scooters, and skateboards in the school building. All cell phones must be turned off (not on “vibrate” or “silent” mode) and kept out of sight, preferably in a hall locker. Students guilty of use or having any of these items out or on will have the item taken away (see page 13). In addition, disciplinary action may be taken.

OFF-CAMPUS CONDUCT

Inappropriate conduct away from our campus, even when school is not in session, is of great concern. Such actions include, but are not limited to, possession of a weapon, verbal or physical assault, defiance of another school’s staff member’s authority, or any other illegal activity. **When the administration learns of such actions occurring off-campus, they can initiate disciplinary action including suspension(s)/expulsion(s) as if the action had taken place on our school’s grounds.**

LOITERING

Students are prohibited from loitering both inside and outside the building during non-school hours. Any student guilty of loitering will be subject to detention and possible suspension for repeat offenses. Students are prohibited from re-entering the building after school hours except when participating in a supervised, school-related activity.

CHEATING

Cheating including plagiarism is indicative of academic dishonesty and is neither condoned nor ignored by our staff. The Vice Principal will be informed immediately and the parent will be contacted. Students involved in these activities will receive a grade of “zero,” not an “F”, and will be subject to discipline including suspension.

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ACADEMICS

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COURSE REQUIREMENTS

Course requirement sheets are published for all courses in the curriculum. These set: objectives, skills, work to be covered, and evaluative criteria. Students receive these sheets during the first week of school.

GRADING SCALE

Grades earned at New Milford High School are based on the following scale:

A+ = 98 -100	C+ = 77 - 79
A = 93 - 97	C = 73 - 76
A- = 90 - 92	C- = 70 - 72
B+ = 87 - 89	D = 65 - 69
B = 83 - 86	F = below 65
B- = 80 - 82	WF = Withdrawn Failing
	WP = Withdrawn Passing
	"I" = Incomplete Due to Missing Work

Students with a WP or WF in a required course must repeat the subject as a NEW course (full year in regular school or full morning class for summer school).

FINAL EXAM EXEMPTIONS

All students are eligible for exemptions on final exams based on their discipline, attendance record and the following academic criteria:

<u>Sr. Point Values:</u>	A+ = 10	A = 9	A- = 8
	B+ = 7	B = 6	B- = 5
	C+ = 4	C = 3	C- = 2
	D = 1	F = 0	

5.0 credit courses: 30 or more points over 4 marking periods, having earned not less than a B in any marking period and not less than a B on the mid-term exam

2.5 credit courses: 15 or more points over 2 marking periods

Grades 9-11 students must maintain no less than an A for every marking period to be eligible for exemption on final exams, and no less than an A- on mid-term exams.

Attendance – No more than 10 absences in a full year course.

CLASS RANK

Student rank in class is computed through the use of official school records beginning with the 9th grade.

REPORT CARDS & PROGRESS REPORTS

Report cards are issued quarterly, progress reports are issued mid-way through each marking period. **All students will receive a progress report indicating progress in each course.** Report cards and schedules are usually withheld if a student has outstanding obligations (e.g., lost or damaged books, library fines, school property damage, etc.)

PRINCIPAL'S HONOR ROLL

The honors system at the high school is one which rewards academic excellence and achievement. All subjects are included in the computation of honors. The following are the scholastic criteria:

- A. FIRST HONORS - A+ or A in all scheduled courses.
- B. SECOND HONORS - B+ or better in all scheduled courses.
- C. THIRD HONORS - B- or better in all scheduled courses.

Students with "incompletes" or withdrawals are ineligible for the honor roll in the marking period such conditions existed. The student must carry the required subject load based on the scholastic program being pursued. Determination of the students selected for the honor roll will be based on grades given at the time report cards are mailed.

GRADUATION REQUIREMENTS

All students must fulfill the following curriculum requirements:

1. One year of required English for each year of enrollment
2. Three years of mathematics, totaling 15 credits
3. Two years of U. S. History, totaling 10 credits
4. One year of Modern World History, totaling 5 credits
5. Three years of Science, at least 5 credits is laboratory Biology, totaling 15 credits
6. One year of physical education and health or safety education for each year of enrollment
- 7A. Two courses in fine, practical, or performing arts, totaling 10 credits [Classes of 2008]
- 7B. One course in World Languages (5 credits) + one course in Visual & Performing Arts (5 credits) + one course in 21st Century Life and Careers or Career-Technical Education (5 credits) [Classes of 2008, 2009, and 2010]

8. Financial, Economic, Business, and Entrepreneurial Literacy (Integrated into Computer Applications History and Math courses)

Students in grades 9-12 are encouraged to take seven (7) or more classes each year. Students may not take fewer than six (6). The minimum number of credits to be earned for placement in the succeeding grade's homeroom: Ninth = 30, Tenth = 60 (cumulative), Eleventh = 90 (cumulative).

If a subject required for graduation is failed, it must be made up.

In addition, students **must** meet the following criteria:

1. Earn a minimum of 130 diploma credits
2. Meet attendance requirements, as stated above
3. Pass the state mandated High School Proficiency Assessment (HSPA). (This requires students to apply skills effectively in reading comprehension, writing, and multi-step mathematical problems. Students must pass all three parts of the test.)

HONOR SOCIETIES

Cleora H. Stever National Senior Honor Society - Sponsored by National Association of Secondary School Principals and named after a former teacher and guidance counselor.

World Language Honor Societies - Sponsored by each National Language Association **for** those demonstrating high achievement in Spanish and French.

Tri M Music Honor Society – is an international program dedicated to the recognition of exceptional music students who meet the musical ,academic, leadership and character criteria.

Art Honor Society–students grades 10-12, for the purpose of inspiring and recognizing those students who have shown an outstanding ability in art and academics.

International Thespian Honor Society - is an honorary organization for high-school theatre students located at more than 3,600 affiliated secondary schools across the United States, Canada, and abroad. The mission of ITS is to honor student excellence in the theater arts; its motto is, "Act well thy part; there all the honor lies."

Membership in any of the honor societies is based upon a certain GPA and eligibility criteria. For specific details, please see your guidance counselor or the Honor Society advisor.

GIFTED AND TALENTED

This program offers differentiated opportunities for students who demonstrate a high level of ability and task commitment in academics, creativity and leadership. Students are identified and invited into the program through various criteria including I.Q., academic record, teacher recommendation, and interviews. Incoming eighth graders as well as transfer students will be considered after attending school for one semester. Involvement will be structured around the student's present school schedule. Groups may meet during lunch and study periods. Students may receive up to two credits for successful participation. Room 219 has been designated for this program.

ADVANCED PLACEMENT & MIDDLE COLLEGE

Advanced Placement courses are college level courses for those who demonstrate aptitude, skills, interest and superior achievement within a given subject discipline. The courses are offered in the English, social studies, mathematics, science, and computer science departments. College credit for AP American History, AP Calculus, AP English, AP Computer Science, AP Chemistry, and AP Biology courses is gained through the AP exam program. **Taking the AP exam will be a requirement of the course.** If a student earns the required grade on an AP exam, he/she may receive college credit, thereby eliminating the need to repeat that work in college and saving tuition costs for the course(s) passed. It should be noted that each college and university has its own policy of awarding credits and/or advanced standing. The cost for advanced placement tests will be borne by the district.

AP Students may also elect to participate in the Middle College Program with Fairleigh Dickinson University. Eligibility for participation in the St. Thomas Aquinas College High School Extension Program will be determined by your guidance counselor. Participation in the both programs will enable the student to earn three college credits upon successful completion of the course. The cost for both programs is borne by the parent.

INTERVENTION and REFERRAL SERVICES

Students who are experiencing academic, emotional, and/or social difficulties are referred to the Intervention and Referral Services Committee (I&RS) by a professional staff member for review. Following a completed review of the intervention process, accommodations and/or strategies will be incorporated. In addition, the student may be referred to the Child Study Team for evaluation.

SPECIAL EDUCATION AND RELATED SERVICES

A full continuum of alternative placements shall be available to meet the needs of students with disabilities ages three through 21 for special education and related services. Educational program options shall include the following:

1. **Resource Programs**: Resource programs shall offer individual and small group instruction to the students with disabilities. Resource programs may be provided in a regular class or in a "pull-out" resource program. When a resource program is provided, it shall be specified in the student's Individualized Education Program (IEP). In a replacement resource program, the regular education curriculum and the instructional strategies may be modified based on the student's IEP. The resource program teacher shall have primary instructional responsibility for the student in the replacement resource program. In an in-class replacement resource program, only a single content area shall be taught to the group. A student receiving an in-class replacement program shall be included in activities such as group discussion, special projects, field trips and other regular class activities as deemed appropriate in the student's IEP.
2. A self-contained class in the New Milford Public School District with opportunities for mainstreaming, as deemed appropriate in the student's IEP.
3. A special education program in another local school district.
4. A special education program in a vocational and technical school.
5. A special education program in the following settings:
 - a. A county special services school district;
 - b. An educational services commission; and
 - c. A jointure commission
6. A private school for the disabled approved by the New Jersey Department of Education.

CHILD STUDY TEAM

The Child Study Team is a branch of the educational system that exists to help students with special educational needs. The Child Study Team consists of a group of professionals: a learning consultant, a psychologist, and a social worker. Their purpose is to work with youngsters through interview, teacher/parent consultation, assessment and observation to determine whether a child is eligible for special education and related services. The Child Study Team works closely with the administration and staff to try to ensure the academic, social and emotional success of the students in our district.

GUIDANCE

STUDENT ASSISTANCE COUNSELOR

A certified Student Assistance Counselor (S.A.C.) is available to work with students either experimenting with substances, at-risk, students, or students experiencing social and/or emotional problems. All contacts are kept confidential. Students may contact the S.A.C. by placing a note in her mailbox located in the main office.

STANDARDIZED TESTING

HSPA (High School Proficiency Assessment) administered to all 11th graders; passing all parts is a requirement for graduation.

PSAT/
SAT The Preliminary Scholastic Aptitude Test (PSAT) and the Scholastic Aptitude Test (SAT) are taken by students in grades 10, 11, and 12 on a voluntary basis. They are intended for those who wish to pursue entrance to college. These contain both verbal and mathematical sections. (SAT II - Subject tests; include Writing; Literature, History, Mathematics, Science and World Languages.

EOC End of Course exams in Biology and Algebra will be administered to any first time student taking biology or algebra at the high school level.

DROPPING & CHANGING COURSES

Each student is counseled in the spring as to course offerings for the following year. During the first week of the new school year, all requests for schedule changes must be submitted in writing to the principal. Schedule changes will be discussed at a required conference and will be considered **only** for the following reasons:

1. Recommendation by a teacher and/or Child Study Team in consultation with the guidance counselor that a change in ability grouping would be beneficial to the student.
2. In the judgment of the counselor the selection of the course is inappropriate due to final grades, lack of prerequisites, or changes resulting from attendance at summer school.

TRANSFERS/WITHDRAWALS

A student desiring to leave school must obtain a withdrawal slip from the guidance office. The administrators, guidance counselors, teachers, librarian, nurse, etc must sign this slip. All books must be returned and outstanding obligations must be satisfied before the release of school transcripts and school records.

INDEPENDENT STUDY

Students wishing to advance in a program of study offered in the high school may be approved for an independent study. A contract may be secured from the student's guidance counselor. The terms of the contract must be negotiated with a faculty advisor, and all completed forms must be submitted to the principal for approval. Credit will only be granted upon successful completion of the terms of the contract.

STUDENT RECORDS

The school district maintains student records mandated by the state of New Jersey:

1. Personal data including: name, address, date of birth, names of parent/guardian, citizenship, and sex; daily attendance and health; grades in all subjects.
2. Permissible records including: test scores, rank in class, co-curricular activities, transcript of courses, health records, etc. A copy of the official permanent record, located in the guidance office may be requested by a parent, guardian or student if 18.

SPECIAL PROGRAMS

The following special programs are offered for deserving students:

1. **New Jersey Boys State** – Junior students are selected as scholarship recipients to attend this citizenship institute in late June. (Sponsored by the American Legion Post #41.)
2. **Girls Career Institute** – Junior students are selected as scholarship recipients to attend this citizenship institute in late June. (Sponsored by the New Milford Women's Club.)
3. **Hugh O'Brian Youth Leadership Seminar (HOBY)** - A tenth grade student is selected to attend this seminar. (Sponsored by the New Milford High School PTO and the New Milford Women's Club.)
4. **Senior Service**-Senior students are eligible to apply for senior service if they meet specific criteria. These students must have at least 3.5 GPA on the seventh semester transcript, passing all classes at time of application, and must have a record of good school citizenship(attendance, tardiness, attitude, cooperation, and expertise) to be entrusted with the obligation of the program.

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ACTIVITIES

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All students are encouraged to participate in a wide variety of extra-curricular and co-curricular programs, clubs and teams. Below, you will find a fairly thorough listing. Clubs and activities are added /dropped based on participation.

Clubs/Activities/Programs

Art Club	Lance (School Newspaper)
Book Discussion Group (Book Chat)	Math League
Community Service Club	Peer Leadership
Debate/Mock Trial Team	Peer Mediation
Dance (DDR)	Stage Crew
Drama Club	Student Council
Emerald (Yearbook)	Ultimate Frisbee Club
Engineering	Video Yearbook
Environmental	S.T.E.P. Club
Genesis (Literary Magazine)	Honor Society (Art, French, Music, Spanish, International Thespian)
Harvesters	

Athletics

ATHLETIC ELIGIBILITY

Number of Credits Required

<u>Grade</u>	<u>First Semester</u>	<u>Second Semester</u>
Grade 9	No Credit Requirement	13.75 (predicted)
Grades 10-12	27.5 (previous year)	13.75 (predicted)

ATHLETIC ELIGIBILITY: At the principal's discretion a pupil who fails to observe school rules for pupil conduct may forfeit his/her eligibility for participation in athletic competition. **Students must be present a minimum of four (4) hours of instructional time in order to participate in any extra-curricular activity including practices and rehearsals.**

NOTE: Any student assigned a suspension may NOT participate in any school activities for the duration of the suspension.

Athletic Teams

Fall

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

Winter

Girls Basketball
Boys Basketball
Girls Indoor Track
Boys Indoor Track
Wrestling
Bowling

Spring

Girls Softball
Boys Baseball
Boys Tennis
Golf
Girls Outdoor Track
Boys Outdoor Track

Team Selection/Participation

Coaches are responsible for team selection. Criteria for selection are established by the coaching staff and may be a highly subjective process. Team selection, practices, and decisions regarding game situations and playing time are the responsibility

Continued.....

of the coaching staff. Please understand that when your child signs up for a team, there is a possibility they may not be selected if a squad reduction is necessary, or they may not be placed where you or they think they should; i.e. JV or Varsity. Participation on a "select" or "club team" does not guarantee any player a spot on any high school team. Starting positions and playing time are not guaranteed, regardless of grade level. These decisions are up to the coaches' discretion. As has been done at times in the past, parents and players sometimes honor current seniors in a particular sport during pre-game and post game ceremonies. It is important to understand that although the contributions, efforts, and dedication put forth by our athletes is something to be appreciated, it does not guarantee that the senior athlete will be provided playing time during this game. Appropriate concerns for parents to discuss with coaches may include: the treatment of your child, ways to help your child improve, concern about your child's attitude, and academic support and college opportunities. Issues not appropriate to discuss with coaches and administration include playing time, team strategy, and other student athletes. Please do not attempt to confront a coach before or after a contest or practice. If you feel it is necessary to speak with a coach, please call to set up an appointment.

SPECTATORS AT ATHLETIC EVENTS

Proper sportsmanship should be reflected by spectators as well as players, no matter what feelings of loyalty one may have.

1. Noisemakers and temporary signs are prohibited in the gym.
2. Courtesy of silence should be extended when our team or opponents are shooting a foul and when cheerleaders are performing.
3. Applause should be encouraged for appreciation of efforts of participants, whether they are players or cheerleaders.
4. Kicking and stamping on the bleachers is prohibited.
5. Spectators directing abusive or irritating remarks or cheers towards officials, opposing players, or opposing spectators will be removed and will be suspended from all future athletic events.

**NEW MILFORD HIGH SCHOOL CALENDAR
2010--2011**

September

- 2 Teacher's First Day
- 3 School Closed
- 6 Labor Day (closed)
- 7 Student's First Day
- 9 Religious Holiday (closed)
- 10 Religious Holiday (closed)
Back to School Night

October

- 11 Columbus Day – closed for students, PD for staff

November

- 2 Election Day – short session for students, PD for staff
- 4 NJEA Convention (closed)
- 5 NJEA Convention (closed)
- 24 Short Session
- 25 Thanksgiving (closed)
- 26 Thanksgiving (closed)

December

- 8 Short Session for students, PD for staff
- 23 Short Session
- 24 Holiday Recess (closed)
- 27 Holiday Recess (closed)
- 28 Holiday Recess (closed)
- 29 Holiday Recess (closed)
- 30 Holiday Recess (closed)
- 31 Holiday Recess (closed)

January

- 17 Martin L. King Jr. (closed)
- 27 Short Session for students, PD for staff

February

- 18 Short Session for students, PD for staff
- 21 Winter Recess (closed)
- 22 Winter Recess (closed)

March

- 21 Short Session for Students – PD for staff

April

- 12 Short Session for Students – PD for Staff
- 18 Spring Recess (closed)
- 19 Spring Recess (closed)
- 20 Spring Recess (closed)
- 21 Spring Recess (closed)
- 22 Schools Closed – Religious Holiday

May

- 25 Short Session for Students – PD for Staff
- 30 Memorial Day (closed)

June

- 21 Short Session/Last Day for Students/HS Graduation
- 22 Short Session – Last Day for Teachers

***Note:** The Spring Recess has been designated for make-up days beginning with Monday

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