

This agenda belongs to _____

Homeroom _____

TABLE OF CONTENTS

| | | | |
|---------------------------------------|--------------|--|--------------|
| Feature | p. | Cell Phones and Personal Devices | 23-24 |
| Rotating Block Calendar | C | Cutting Class | 24-25 |
| Main Telephone Directory | 2 | Theft | 25 |
| School Calendar | 2 | Vandalism | 25 |
| Introduction | 3 | Smoking/Vaping | 25 |
| Students Rights | 3-8 | Chemical Substance Use and Abuse | 25-28 |
| Dress and Grooming | 9 | Conduct at School Events | 28 |
| Lockers | 10 | Dances | 29 |
| Driving & Parking | 10 | Disciplinary Guidelines | 29 |
| Leaving School Grounds | 11 | Consequences Explained | 30 |
| Senior Privileges | 11 | Memorandum of Agreement | 31 |
| Guidance/School Counseling | 12 | Student Appeals and Due Process | 31 |
| Media Center Privileges | 12 | Care of School Property | 31 |
| Acceptable Use of Computers | 12-14 | Academic Information | 31 |
| Distribution of Literature | 14 | Parent Portal/Student Progress | 31 |
| Harassment, Intimidation, Bullying | 14-16 | Extra Help | 32 |
| Student Assistance Program | 16 | Schedule Changes | 32 |
| Intervention & Referral Services | 17 | Withdrawal From School | 32 |
| Non-discrimination/Affirmative Action | 17 | Make-up Work | 32 |
| Working Papers | 17 | National Honor Society | 33 |
| Student Conduct | 17 | Final Examinations | 33 |
| Overarching Expectations | 17 | Notification of Health Curriculum | 33 |
| Academic Integrity | 18 | Co-Curricular Activities/Programs | 34 |
| Student Attendance | 18-19 | Sportsmanlike Conduct | 34 |
| Notice of Absence and Truancy | 19-20 | Eligibility Rules | 35 |
| Tardiness to School | 20 | Training Rules | 35-36 |
| Lateness to Class | 20 | Interscholastic Athletics | 37 |
| Late Arrival and Early Dismissal | 20-21 | Philosophy | 37 |
| Illness During School | 21 | Physicals/Permission Cards | 38 |
| Food and Cafeteria Conduct | 22 | Letters/Awards | 38 |
| Option II | 22 | Alma Mater | 39 |
| Fire, Safety and Security Drills | 22-23 | Rotating Schedule | BC |

MAIN TELEPHONE DIRECTORY

| | |
|--------------------------|---------------------|
| MAIN OFFICE | 973-334-8400 |
| ATTENDANCE | 973-833-8210 |
| GUIDANCE OFFICE | 973-334-8580 |
| ATHLETIC DIRECTOR | 973-335-4481 |

2023-2024 School Calendar

| | | | |
|-----------|---------------|------------------------|--|
| AUGUST | 30 | Wednesday | First Day for Students |
| SEPTEMBER | 1 | Friday | School Closed |
| | 4 | Monday | Labor Day |
| | 21 | Thursday | Back-to-School Night |
| | 25 | Monday | Yom Kippur |
| OCTOBER | 4 | Wednesday | Early Dismissal |
| NOVEMBER | 9,10 | Thursday-Friday | Teachers Convention |
| | 22 | Wednesday | Early Dismissal |
| | 23, 24 | Thursday-Friday | Thanksgiving Break |
| DECEMBER | 22 | Friday | Early Dismissal |
| | 25, 29 | Monday-Friday | Winter Recess |
| JANUARY | 2 | Tuesday | School Reopens |
| | 15 | Monday | Martin Luther King Jr. Day |
| | 29 | Monday | Staff Full Day PD |
| FEBRUARY | 19-23 | Monday - Friday | Mid-Winter Recess |
| MARCH | 13 | Wednesday | Early Dismissal |
| | 29 | Friday | Good Friday |
| APRIL | 1-5 | Monday-Friday | Spring Break |
| MAY | 27 | Monday | Memorial Day |
| JUNE | 18 | Tuesday | Last Day of School Early Dismissal MLHS Graduation |

INTRODUCTION

Welcome to Mountain Lakes High School! This Student Code of Conduct and handbook is a companion piece to the Guidance Department's "Program of Studies." Just about everything you will need to know about MLHS is discussed in one of these two publications. If you don't find what you seek in one, check the other. Please note that while this code is aligned with NJ State Administrative Code and Mountain Lakes School Board Policy it does not supersede either. Ultimately, the aim of the code is to support student development and to promote student achievement.

Expectations are high at Mountain Lakes High School in all areas. Conduct yourself in a manner worthy of respect. Behavior that strips any member of the school community of her or his dignity or that infringes on another student's opportunity to receive an education should be reported to the administration for prompt redress. Thus, strive for academic success, aim to participate in school life through involvement in cocurricular activities, and in general, support your classmates.

Always remember that teachers, counselors, administrators, and secretaries are available to help you if you need information or assistance not provided in print.

The new school year brings opportunities for you to shine! We wish all of you an exciting and productive 2023-2024 school year!

Mr. Mangili
Principal

Mrs. Cortese
Assistant Principal

STUDENT RIGHTS

Family Educational Rights & Privacy Act (FERPA) Notification of Rights

The Family Educational Rights and Privacy Act or FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) provides certain rights for parents regarding their children's education records. FERPA gives these rights to custodial and noncustodial parents alike, unless there is a court order, legally binding document, or State law that specifically provides to the contrary. When a student reaches 18 years of age or attends an institution of postsecondary education at any age, he or she becomes an "eligible student," and all rights under FERPA transfer from the parent to the student. Given the target audience for this document is parents, this guide is intended to discuss parents' rights under FERPA. Under FERPA, the term "parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian. A companion document discussing eligible students' rights under FERPA is available on our website at <https://studentprivacy.ed.gov/resources/ferpageneral-guidance->

[students.](#)

FERPA is a Federal law that is administered by the Student Privacy Policy Office (SPPO) in the U.S. Department of Education (Department). FERPA protects “education records,” which are generally defined as records that are directly related to a student and maintained by an educational agency or institution or by a party acting for the agency or institution. An “educational agency or institution,” hereinafter referred to as a “school,” generally means a school district, a public elementary or secondary school, or an institution of postsecondary education such as a college or university. There are also a few exceptions to the definition of education records, such as law enforcement unit records and sole possession records. More information is available at <https://studentprivacy.ed.gov/faq/what-records-are-exempted-ferpa>.

FERPA applies to schools that receive funding under any program administered by the Department. Private and faith-based schools at the elementary and secondary levels generally do not receive such funding and are, therefore, generally not subject to FERPA. In addition, the confidentiality of personally identifiable information (PII) in the education records of children with disabilities is further protected by Part B of the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1417(c) and 34 CFR §§ 300.610-300.626). These regulations contain confidentiality provisions that are similar to, but broader than, FERPA. The IDEA-FERPA crosswalk contains additional information comparing IDEA and FERPA and is available at <https://studentprivacy.ed.gov/resources/ferpaidea-cross-walk>.

The rights provided by FERPA to a parent include, but are not limited to:

- **Access to Education Records**

Under FERPA, a school or State educational agency (SEA) must provide a parent with an opportunity to inspect and review their child’s education records within a reasonable period of time, but not more than 45 calendar days following receipt of a request. A school or SEA is generally not required to provide copies of the education records unless circumstances effectively prevent the parent from exercising the right to inspect and review the education records. For example, if a parent who does not live within commuting distance of their child’s school requests that the school provide access to his or her child’s education records, the school would be required to make other arrangements for the parent to inspect and review the requested records, or to provide a copy of the requested records.

- **Amendment of Education Records**

Under FERPA, a parent has the right to seek amendment or correction of their child’s education records that the parent believes to be inaccurate, misleading, or in violation of the child’s rights of privacy. However, while a school is not required to amend an education record in accordance with a parent’s request, a school is required to consider the request for amendment, to inform the parent of its decision, and, if the request is denied, to advise the parent of his or her right to

a hearing on the matter. If, as a result of the hearing, a school decides not to amend the education records, then the parent has the right to insert a statement in the record commenting on the contested information or stating why the parent disagrees with the decision, or both. That statement must remain with the contested part of the education record for as long as the record is maintained and be included whenever the contested part is disclosed.

While a parent has the right to seek to amend non-substantive factual errors in the student's education records, the right is not unlimited, and a school is not required by FERPA to afford a parent the right to seek to change substantive decisions made by school officials, such as substantive decisions made in the context of grades given to a student based on their performance, other evaluations of the student's performance, or disciplinary decisions. These substantive decisions also include evaluations of whether a student has a disability and is eligible for special education and related services, disagreements about the content of a student's Individualized Education Program (IEP), or the student's educational placement under Part B of IDEA. While under FERPA a parent may seek amendment to correct a non-substantive factual error in an IEP, a parent should utilize the Part B of IDEA dispute resolution procedures (State complaints, mediation, or due process hearing procedures) to resolve disputes with a school regarding substantive matters. Each State has resources to help parents to participate effectively in their children's education and development. State contact information is available at <https://sites.ed.gov/idea/contacts/#state>.

- **Disclosure of Education Records**

Under FERPA, a school generally may not disclose PII from a student's education records to a third party unless the student's parent has provided prior written consent. However, there are a number of exceptions to FERPA's general consent requirement, some of which are described below. Under these exceptions, schools are permitted to disclose PII from education records without consent, but they are not required to do so by FERPA.

School Official

FERPA allows "school officials," including teachers, within the school to obtain access to PII from education records without consent, provided that the school has determined the officials have a "legitimate educational interest" in the information. The school's annual notification of rights under FERPA must specify the criteria for determining who constitutes a "school official" and what the school considers to be a "legitimate educational interest." Typically, a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Also, under the "school officials" exception to the consent requirement, FERPA permits a school to disclose education records to contractors (e.g., software/application vendors, lawyers), consultants (e.g., nutritional or information technology consultants), volunteers (e.g., home room parent volunteers, field trip chaperones, student volunteers), or other third parties to whom the school has outsourced institutional services or functions, provided that the outside party:

1. Performs an institutional service or function for which the school would otherwise use employees;
2. Is under the direct control of the school with respect to the use and maintenance of education records;
3. Is subject to the requirements in FERPA that PII from education records may be used only for the purposes for which the disclosure was made, and which govern the redisclosure of PII from education records; and
4. Meets the criteria specified in the school's annual notification of FERPA rights for being a school official with a legitimate educational interest in the education records.

More information regarding the use of school volunteers and FERPA is available at <https://studentprivacy.ed.gov/training/school-volunteers-and-ferpa>.

Seeks or Intends to Enroll

Another exception to FERPA's general consent requirement permits a school to disclose PII from a student's education records, without consent, to another school in which the student seeks or intends to enroll, or where the student is already enrolled, as long as the purpose of the disclosure is related to the student's enrollment or transfer. A school that discloses education records under this exception must make a reasonable attempt to notify the parent of the disclosure, unless the disclosure is initiated by the parent, or the school's annual notification of rights under FERPA includes a notice that it forwards education records to other schools that have requested the records and in which the student seeks or intends to enroll or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. A school that discloses education records under this exception also must provide the parent, upon request, a copy of the records that were disclosed or, upon request, an opportunity for a hearing to amend the records that were disclosed. Under this exception, a school has the discretion to disclose academic, disciplinary, or any other PII from the student's education records to the new school. Further, a parent does not, under FERPA, have the right to prevent a school from disclosing such PII from the student's education records, or from communicating information about a student more generally, to the school in which the student seeks or intends to enroll.

Directory Information

FERPA also permits a school to disclose PII from a student's education records, without consent, when such information has been appropriately designated as "directory information" and the parent has not opted out of the disclosure of such designated information. The FERPA regulations define directory information as information in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may include information such as the student's name, address, telephone number, email address, photograph, date and place of birth, major field of study, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), dates of attendance (i.e., the period of

time during which the student attends or attended the school), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent school attended. FERPA provides that a school may disclose, without consent, directory information if the school has given public notice to parents of the types of PII that it has designated as directory information and the process, including period of time, for parents to opt out of certain directory information disclosures. This notice is often included in the annual notification discussed below. For more information regarding directory information visit <https://studentprivacy.ed.gov/training/b-cs-student-directory-information>.

Dependent Student

FERPA provides ways in which a school may share education records on an eligible student with their parents. Schools may, but are not required to, disclose any and all education records to parents, without the consent of the eligible student, if the student is a “dependent student,” as that term is defined in Section 152 of the Internal Revenue Code. Generally, if either parent has claimed the student as a dependent on the parent’s most recent income tax return, a school may disclose the student’s education records to either parent, without the eligible student’s consent.

This exception to FERPA’s general consent rule also permits institutions of postsecondary education to share information with parents of students who are enrolled in both a high school and a college or university (dually enrolled). In this situation, the parents retain the rights over the student’s education records maintained by the high school, if the student is under the age of 18 years, and the student retains the rights over the education records maintained by the college or university.

Other Exceptions

Provided certain conditions are met that are not included in the summary below, other exceptions to FERPA’s general consent requirement that would permit the disclosure of PII from education records include, but are not limited to, the following:

- To authorized representatives of, among others, State and local educational authorities, such as a State department of education, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs
- To a representative of a State or local child welfare agency or Tribal organization regarding a child in foster care
- To State and local officials or authorities pursuant to a State statute concerning the juvenile justice system and the system’s ability to effectively serve the student whose records are being disclosed
- To organizations conducting studies for, or on behalf of, the school for specified purposes including improving instruction

- To comply with a judicial order or a lawfully issued subpoena
- In connection with a health or safety emergency

Annual Notification of FERPA Rights

Under FERPA, a school must annually notify parents of their rights under FERPA. There are separate annual notifications and other rights under IDEA. The FERPA annual notification must include information regarding a parent's right to inspect and review his or her child's education records, the right to seek to amend the records, the right to consent to disclosure of PII from the records (except in certain circumstances), and the right to file a complaint with SPPO regarding an alleged failure by a school to comply with FERPA. The notification must also inform parents of the school's criteria for the terms "school official" and "legitimate educational interest" in certain instances. A school is not required to notify parents individually, but rather is required to provide the notice by any means that are reasonably likely to inform parents of their rights. These means could include publication in a school activities calendar, newsletter, student handbook, or on a school's website.

Complaints of Alleged Violations with FERPA

Parents who believe that their FERPA rights may have been violated may file a complaint with SPPO at <https://studentprivacy.ed.gov/file-a-complaint>. SPPO will review the complaint to ensure the complaint:

- Is filed, in writing, by a parent who maintains FERPA rights over the education records that are the subject of the complaint;
- Is submitted to SPPO within 180 days of the date of the alleged violation or of the date that the parent knew or reasonably should have known of the alleged violation; and
- Contains specific allegations of fact giving reasonable cause to believe that a violation of FERPA has occurred.

SPPO will then make a case-by-case determination to determine the best mechanism for resolving the underlying situation. Sometimes the action will be a formal investigation; for other complaints, consistent with the statute and applicable regulations, we will take other appropriate actions, such as acting as an intermediary or providing resolution assistance. More information regarding our complaint process is available at <https://studentprivacy.ed.gov/file-a-complaint>.

Additional Information

For more information regarding FERPA and other student privacy issues, please visit our website at <https://studentprivacy.ed.gov>.

If you have questions about FERPA that are not addressed here, you may also submit a question through our website at <https://studentprivacy.ed.gov/contact> or write to SPPO for additional guidance at the following address:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Dress and Grooming

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of the student's personal choices and style. However, students **may not** wear clothing or engage in grooming practices that endangers their health or safety, or the health or safety of other students; creates disorder or disrupts the educational environment; causes excessive wear or damage to school property; is distracting to self or others; or prevents the student from achieving his/her own educational objectives.

MLHS prohibits students from wearing any type of clothing, apparel, or accessory that indicates the student has membership in, or affiliation with, any gang associated with criminal activities while on school property, on a school bus, or at a school-sponsored event. Apparel with biased, offensive or profane messages, alcohol, drug, tobacco, or sexual references will not be allowed. Also, wearing or possessing items depicting or implying racial hatred, stereotyping, or prejudice will not be tolerated.

Unacceptable Clothing includes (but is not limited to) the following:

- Extremely low cut, plunging or transparent clothing
- Tube tops, halter tops, backless and bare midriffs
- Sleeveless tops are prohibited for boys
- Short shorts that are revealing and bathing suits
- Sunglasses
- Head coverings (unless worn pursuant to a bona-fide religious belief or other medical purpose), metal chains, jewelry or accessory articles that have the potential to be used as a weapon, gang attire, facial markings that display non-school related symbolism.
- Hats and hoods must be removed upon the teacher's request

The dress code is meant to be a guide for appropriate dress at school and may not include specifics regarding changes in trends. Please be aware that the dress code may be modified from time to time during the school year to more clearly define appropriate dress for school. Any student who comes to school dressed inappropriately will be asked to change his/her clothing. If a student does not have something appropriate to wear, his/her parents will be contacted to bring appropriate clothing to school. Special consideration should be made for field-trips and other school-related activities. Specifically, some departments, such as physical education, science, art, and technology require specific guidelines for safety purposes. Students are expected to follow teacher directives regarding appropriate clothing/shoe attire for safety. Proper attire is always expected at school-sanctioned events.

Lockers

MLHS recognizes the need to provide student locker facilities. Student lockers, although intended for student use, are the property of the MLHS. Accordingly, MLHS recognizes its responsibility to protect the health, welfare, and safety of all District students and personnel and to provide for an environment that is conducive to learning. Furthermore, MLHS is cognizant that the Fourth Amendment right to privacy applies to students, and students are therefore entitled to be free from unreasonable search and seizure by school officials. MLHS directs that periodic general inspection of lockers shall be conducted for the purposes of health, welfare, and safety of all District personnel and students. However, the determination by a school official to conduct an individual locker search shall be based on reasonable grounds. The standard that shall guide the conduct of a school official in effecting a student locker search shall be that the school official must have reasonable grounds to believe that a student possesses evidence of illegal activity or activity that would interfere with school discipline and order, or the health and safety of students and staff before a reasonable search can be conducted. In the event that a search reveals that a student's locker contains any material or article in violation of MLHS policy or the laws of the State of New Jersey, the individuals may be subject to disciplinary action and/or criminal charges.

Although lockers are provided to students for their use during the school year, they remain the property of the Mountain Lakes School District. They are to be used for the storage of school materials, clothing and other personal property that does not pose a threat to the safety or security of the school. Food should never be kept in lockers beyond a single school day. Students are responsible for the condition of their lockers and may be charged for unreasonable wear and tear. Please note that all personal items of value should always be locked in the GYM LOCKER during in-school or after-school activities. All lockers may be subject to unannounced search in order to ensure the health, safety or educational welfare of all members of the school community.

Driving & Parking

Limited parking space and concern for student and staff safety, as well as security, necessitates that students adhere to established rules, regulations, and procedures. Students and members of the public who park on school grounds at any time do so at their own risk with the understanding of the following: By entering the respective area, the person in charge of any vehicle consents to the search of the entire vehicle and its contents by school officials **with reasonable suspicion** or the police department **with probable cause**. Additionally, MLHS, out of concern for the safety of the entire school community, reserves the right to suspend or revoke the driving privileges of and/or initiate police action against any student who drives on school property in a reckless, careless, or unsafe manner. MLHS urges all students not to drive

to school on days of inclement weather, anticipated inclement weather, or when an emergency situation exists. Additionally, students will not be permitted to leave school early to take their cars home.

Only seniors who have obtained a parking permit and have affixed it to their vehicles will be permitted to park in the side parking lot. Students are to park in their assigned spaces only. Students are not permitted to return to their cars to deposit or retrieve items during the school day without administrative approval. Due to the limited number of spaces, **juniors are discouraged from driving to school and may not park on school grounds unless otherwise notified by administration. Failure to follow this policy may jeopardize a student's parking privileges in his/her senior year.**

Leaving School Grounds

Upon arrival at school, students **are not permitted to leave** the building/school grounds without permission. Students who leave school without permission from the Administration – either in an automobile or on foot – will be subject to disciplinary action, including, but not limited to, suspension from school. Students may only leave the building if they are picked up by a parent/guardian or an adult designated by a parent/guardian – unless other circumstances have been arranged and approved by the Administration.

Senior Privileges

LUNCH

Senior Lunch is a privilege that allows seniors to leave the building during the block lunch period. The appropriate permission form indicating parental consent must be submitted and approved and will be kept on file. Seniors who violate the student Code of Conduct may forfeit their right to Senior privileges.

STUDY HALL

Seniors may have the privilege of arriving late to school or departing early on days when their scheduled Study Hall falls on the first or last block of the day. All students arriving past 8:05 a.m. must sign in at the Main Office at the front of the building. Students **may not** utilize their Study Hall periods as an extended lunch on days when their Study Hall either precedes or follows the block lunch period. Seniors who violate this privilege may forfeit their right to Senior privileges.

Failure to meet any of the following will result in the loss of senior privileges

- When leaving the premises, seniors are not to take underclassmen with them under any circumstances.

- Upon returning to the building, each senior must enter through the Main Office.
- To maintain eligibility for this privilege, a senior must maintain passing grades each quarter, and may not receive a citizenship grade of “unsatisfactory” in any course.
- Seniors are required to attend all assemblies and programs that occur during their Study Hall periods.
- Seniors who arrive late to school or return late from lunch, may forfeit their right to senior privileges.

Guidance / School Counseling Services

The primary aim of all Guidance/School Counseling services and programs is to promote students’ success in school. School counselors are student advocates who provide classroom guidance, individual academic, college/career and transition planning as well as responsive services. Counselors are available to discuss every aspect of a student’s life, frequently offering assistance in goal setting, in problem-solving and with challenges that arise both in and out of school. School Counseling activities occur within both individual and group frameworks. Throughout the school year school counselors meet with students and parents to review matters of mutual interest and concern.

Media Center Privileges

The Mountain Lakes High School media center is an outstanding facility and should be your first stop in any quest for information. Its current collection consists of approximately 20,000 volumes of reference, nonfiction, fiction, media, and periodicals. Additionally, the MLHS media center also provides access to numerous reference databases. All of these resources have been assembled to serve your “right to read” and your access to information under the Freedom of Information Act.

The media center is open to students during the block lunch period and before and after school for research, reading and quiet study. Eating food in the media center is prohibited. Discussion rooms are available for study groups or collaborative academic projects and assignments. Students are asked to sign in and out of the Media Center upon entry and exit. Always treat the media center staff, the facility and all materials with respect. Anyone who is unable to comply with the scholarly expectations of conduct of the Media Center will be asked to leave. All borrowed materials must be properly checked out at the circulation desk. Privileges may be suspended for students who do not make payment on all lending fines.

Acceptable Use of School District Internet Access, Computers including Interface with District Network Systems

The computers of MLHS contain access to the Internet. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual people. The

District has access to the following: (1) electronic mail (E-mail); (2) information and news from a variety of sources and research institutions; and (3) access to many university libraries, the Library of Congress, and more.

While it is impossible to control all materials that are accessible on the network, MLHS takes precautions to deny access to inappropriate materials and has identified acceptable use guidelines for those who are permitted to use the network. The District Intranet, a local area network that encompasses the computer systems of MLHS, includes, but is not limited to, classroom computers, lab computers, servers, and media center computers. Students are only allowed access to programs and applications published for educational purposes - unless permission is expressly given by an administrator – and in a manner that is not inconsistent with the educational mission of MLHS. A smooth operation of the network relies upon strict adherence to the acceptable usage guidelines. In general, these guidelines require efficient, ethical, and legal use of network resources by students.

School computers, like any other school property, are never to be altered – including the addition or deletion of software – without the explicit authorization of a systems administrator employed by the District. Tampering with systems, including attempts to gain unauthorized access may provide grounds for suspension or expulsion from school.

Students that access the internet through the District network must adhere to the guidelines provided for in the Board's "Acceptable Use Of The Internet" as set forth in the Board Policy 6142.10. If a student violates the following policies or otherwise misuses the District's network, he or she may lose internet and Intranet access privileges. The student will also be subject to appropriate school discipline. If the activity is contrary to existing statutes and regulations that are prohibited by law, the student may be subject to criminal prosecution. Please see the school's homepage for a full copy of the Acceptable Use Policy.

- A. Acceptable Use of Internet/Intranet – The purpose of the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of the MLHS' account must be in support of education and research and consistent with the educational objectives of MLHS.
- B. Unacceptable Use of Internet/Intranet:
 - a. Do not send abusive messages to anyone; use of the network to send hate mail, or further harassment, discriminatory remarks, or other anti-social behaviors is prohibited.
 - b. Use for commercial activities by for-profit institutions is not acceptable.
 - c. Use for product advertisement or political lobbying is also prohibited.
 - d. Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited to: copyrighted material; threatening or obscene material; or material protected by trade secrets.

- C. Security – security on any computer system is a high priority, especially when the system involves many users. All users have a vested interest in protecting the security of the system and the responsibility of notifying a teacher or system administrator immediately of a potential security problem. No one is allowed to use another individual's account without written permission from the principal or designee. Student passwords may not be shared with others without the expressed written permission of the principal or designee. Attempts to log on as a system administrator will result in cancellation of user privileges and disciplinary action. Any user identified as a security risk may be denied access to the Internet/Intranet. All users must close their accounts and log out before leaving the computer.

- D. Vandalism – is defined as any malicious attempt to harm or destroy the data of another user, the Internet, Intranet or any of the agencies or networks that are connected to our systems. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism is also encompassing physical destruction of computers and peripherals in the media center, classrooms, and labs. Vandalism will result in the cancellation of privileges and disciplinary and/or legal action.

Enforcement – The use of the Internet/Intranet is an integral part of the curriculum. Inappropriate use will result in cancellation of the student's ability to take advantage of this research tool. School disciplinary action and/or appropriate legal action may also be taken. Serious violations of the Internet Use Policy agreement will be dealt with to the full extent of the law. School administrators will determine what constitutes serious inappropriate use. The standard appeal process will be followed.

Distribution of Literature and Signage

With the prior approval of the principal or designee, students are permitted to distribute leaflets, etc. after school in the main lobby and the gym lobby. Distributors must clean up any litter that results from their distributions of leaflets, etc. All literature to be distributed must meet journalistic standards of taste and decency.

Any student wishing to post one or more signs about the school building must receive prior approval from a Faculty Advisor or an Administrator.

Harassment, Intimidation, Bullying, and Hazing

The Board of Education and MLHS prohibit acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying like other disruptive/violent behaviors is conduct that disrupts both a student's ability to learn and a school's ability to educate in a safe and disciplined environment.

“Harassment, intimidation, or bullying,” means any gesture; any written, verbal, or physical act; or any electronic communication as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

- A. Is reasonably perceived as being motivated by either 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 by any other distinguishing characteristic; and that
- B. Takes place on school property, at any school-sponsored function, on a school bus or off school grounds as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
- C. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- D. Has the effect of insulting or demeaning any pupil or group of pupils; or
- E. Creates a hostile educational environment for the pupil by interfering with a pupil’s education or by severely or pervasively causing physical or emotional harm to the pupil.

All cases that are reported as harassment, intimidation, or bullying may not constitute the statutory definition set forth above. As recently explained by the Courts:

The statutory definition of “bullying” does not include all violent or aggressive conduct against a student. The definition, both before and after adoption of the 2010 Anti-Bullying Act, refers to conduct that is “reasonably perceived as being motivated” by a “distinguishing characteristic” of the victim, such as, “race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory [disability]” N.J.S.A. 18A:37-14. The statute has not limited “distinguishing characteristic” to those specifically enumerated, but it has consistently required such a perceived motivation. Thus, harmful or demeaning conduct motivated only by another reason, for example, a dispute about relationships or personal belongings, or aggressive conduct without identifiable motivation, does not come within the statutory definition of bullying.

In such cases, however, the conduct will be handled in accordance with the applicable Board Policy or Regulation.

Each report of harassment, intimidation, or bullying, in accordance with the statutory procedures set forth in N.J.S.A. 18A:37-15 *et seq.*, will be addressed in an appropriate manner, beginning with an Administrative investigation. Every instance of these behaviors will be treated according to the specific, individual circumstances of the occurrence; however, a student’s history of

problem behaviors and prior interventions will also be considered in the determination of consequences.

The Board and MLHS also prohibit acts of harassment, intimidation and bullying directed towards District students or staff executed through electronic media (including, without limitation, electronic groups such as Facebook, Twitter, Instagram, Snapchat, etc.) or electronic means (including, without limitation, e-mail, text messaging and use of image-altering software). As noted in the statute, electronic communication means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or wireless communication device.

Hazing is considered to be an individual or group act of harassment of another individual or group by banter, ridicule, criticism, or by exacting unnecessary work, or participation in a disagreeable/unpleasant activity for the purpose of initiation. The practice of hazing is unhealthy and counterproductive to the positive climate promoted by student participation in athletics and other programs.

Under no circumstances will hazing in any form be tolerated within the scope of programs (extra-curricular and co-curricular) sponsored by MLHS. The Principal/or designee will determine the level and severity of the disciplinary action to be taken including detention, suspension, and/or removal from the team or school activity of students participating in hazing practices. Some incidents may need to be reported to, and investigated by, law enforcement authorities in accordance with New Jersey state law. Student leaders (captains, club officers, etc.) are expected to discourage and are required to report hazing to their coach, teacher, and/or the Administration.

To view the complete Board Policy on this matter please refer to the school website or request a copy in the Main Office.

Student Assistance Program

The Student Assistance Program is designed to recognize and offer help to any student experiencing personal or family problems, including circumstances related to the use or abuse of alcohol or other drugs. The program provides:

1. Help to students during a crisis through counseling and other intervention strategies.
2. Information, counseling and appropriate referral for students concerned about their own use or others' use of alcohol and/or drugs.
3. Support of students in the development of effective decision-making, communication and other interpersonal skills.

Students and parents can contact the Student Assistant Counselor (SAC) to educate themselves and to discuss personal, peer or family concerns relating to loneliness, depression,

alcohol or other drug use, suicide, eating disorders, or physical and emotional abuse. Information offered by students in the program is confidential, unless it has been deemed that the child's welfare is in danger. Furthermore, the school does not disclose to law enforcement or to individuals outside of the administration of the program (including teachers and coaches) any information including the student's identity or information about illegal activity where such information was learned in the course of services provided in the program unless not doing so would endanger the health or welfare of the student.

Upon request the SAC can make available a current list of community-based health and social service providers/agencies and listing of legal resources for student or family reference.

Intervention & Referral Services

The I&RS committee follows a team-based approach to determining the best means of supporting students who may be experiencing learning, behavior and/or health difficulties. Referrals to the committee may be made by a staff member or by a parent. The committee's goal is to identify obstacles to a student's success, determine intervening recommendations for the classroom teachers and to the family, and review progress of the student following initial implementation of the action plan. Student referral to I&RS customarily precedes referral to the Child Study Team.

Non-discrimination/Affirmative Action

It is the policy of the Mountain Lakes Board of Education not to discriminate on the basis of race, color, creed, religion, sex, disability, ancestry, nationality or social or economic status, sexual orientation, gender identity or expression, marital, domestic-partnership, or civil union status, or any other distinguishing characteristic in its educational programs or activities and employment policies as required by state law. Inquiries regarding compliance may be directed to the Principal. Additionally, students have the right to attend school irrespective of pregnancy, parenthood or marriage.

Working Papers

Students may apply for working papers in the main office. Working papers are required until the student is 18 years old. Applications may be picked up from the main office secretary by presenting a copy of the student's birth certificate or passport. The student must then fill out the personal information section and have the prospective employer complete the appropriate section. The current school physical can fulfill the medical examination requirement. Please note that each time a student changes employers a new working paper must be completed.

STUDENT CONDUCT

The expectations, rules, and guidelines that follow are necessary in order to establish and maintain a civil, safe, and supportive school environment that promotes learning and fosters the healthy physical, social and emotional development of students.

Overarching Expectations

- Consistently attend school and arrive on time.
- Get to classes before they begin and remain in the room.
- At all times, strive to learn & support the learning of others.
- At all times, respect others and their property.

We expect all students to exhibit positive character traits throughout their academic career at Mountain Lakes High School. All students are integral in creating a culture based on academic excellence that is achieved within a climate of honesty, respect, trust, and responsibility. By observing and upholding these ideals and principles, students embody a spirit of mutual trust and intellectual honesty that is central to the very nature of the school, and represent the highest possible expression of shared values among the members of the school community.

Academic Integrity

The highest standards of honesty must apply to students' actions at Mountain Lakes High School. Any act of dishonesty reflects upon a student and affects the entire school community. Among the most serious offenses are copying and plagiarism. Both are forms of cheating. In copying, a student is taking the work of another, on homework or on an assessment, and claiming it as his own. The act of plagiarism may include direct copying, but it may also be more complex than verbatim repetition. A student, in preparing a project for a class, will have plagiarized if he has taken information from sources without citing what sources were used. Plagiarized material may appear in a student's paper as word-for-word copying, a summation, or a paraphrase of another's ideas. A student has plagiarized whether the material from another source has been taken in whole or in part. In effect, by not naming the source, the student is claiming the work as his. A student's integrity is at stake whether he is the person who gives or receives the information; both are acts of dishonesty.

All instances of dishonesty are dealt with seriously at Mountain Lakes High School. Any work (homework, test, examination, or paper) that was completed by dishonest means will receive a grade of "0." Teachers will notify parents of the offense, and administrators will take disciplinary measures, if necessary.

Student Attendance

Maximum learning occurs for most students through regular attendance in classes, while excessive absence can result in poor performance. Therefore, a student may not be absent from any full-year class for more than 14 days. MLHS may have a day in session that would not

be counted as an unexcused absence for a particular student for the following reasons (New Jersey School Register, Ch. 3):

- Religious observance (N.J.A.C. 6A:32-8.3(h));
- A college visit (up to 3 days per school year, only for students in grades 11 and 12);
- “Take Our Children to Work Day” or other rule issued by the Commissioner;
- Participation in observance of Veterans Day (N.J.S.A 18A:36-13.2) or district board of election membership activities (N.J.S.A. 18A:36-33);
- The closure of a busing district that prevents a student from having transportation to the receiving school.

A note from a doctor indicating illness as the reason for absence does not deem the absence exempt from being counted among the 14 days. An administrator may extend this limit if extenuating circumstances are involved (long-term illness, hospital stay, etc.) School-sponsored or sanctioned activities will not be included in the count of absences. Reporting to class more than twenty minutes after the class has begun will constitute an absence. Although students in grades 11 and 12 may have up to 3 excused absences for college visits, students are still encouraged to schedule visits when MLHS is not in session.

Upon a student’s 4th, 8th, and 12th absence from any year-long course, a form letter will be sent home to the parents which indicates a potential loss of credit if the 14th absence occurs. After the 12th absence (6th absence for a semester course and 3rd absence for a quarter year course) an attendance conference must be held including the Assistant Principal, the student’s school counselor, teacher(s), and the student to discuss the student’s absences. The attendance conference may be held over the phone if both the school and parents agree to do so.

In the courses that last 1/2 or 1/4 year, the limit of absences will be 7 and 4 days, respectively. Students who exceed these thresholds and withdraw from the class will need to repeat it in the subsequent year. A student who remains in the class and fails may take the course in summer school at the student’s expense. Alternatively, for the student who passes the course, credit may be withheld until he or she is able to fulfill additional requirements.

When a student exceeds the allowable number of absences, an attendance committee meeting will be convened to determine whether to award course credit, withhold credit until additional work and seat-time requirements are met, or to deny credit.

A student must be present in school a minimum of four (4) hours of instructional time to be given credit for a day of attendance.

Students who are absent from school, sign out early, or who do not meet the minimum four (4) hour instructional time requirement, are not eligible to participate in any practice, game, meet,

special program, evening activity event, or program scheduled for that day without the prior written approval of the school Administration. Extenuating circumstances may include, but are not limited to, family emergency, funerals, religious obligations or observations, a driver's test, etc.

Notification of Absence and Truancy

Parents/Guardians should call the MLHS attendance line at 973-833-8210 or email MLHSAttendance@milschools.org **before** 9:30 a.m. on the day of a student's absence. A school representative will call the home of any person whose parent or guardian has not notified the school of their child's absence. A note explaining the reason for the absence is requested upon the student's return to school. The student should bring the note to the main office on the day he/she returns to school.

Truancy is defined as a student who absents himself by either not coming to or pre-maturely leaving school without the prior consent of a parent or guardian. Therefore, a student whose absence has not been verified by his or her parent or guardian is truant on that day and will earn a "0" for his or her class work in addition to being subject to disciplinary action. A student who is absent without consent of a parent or guardian more than four times will be referred to the I&RS team. Upon the tenth absence without parental consent the school district will make a mandatory referral to the court program designated by the New Jersey Administrative Office of the Courts.

Tardiness to School

School begins at 8:05 a.m. Any student who is not in the appropriate classroom at this time is considered tardy. Any student who arrives after 8:05 a.m. should enter the school at the main entrance and report to the attendance secretary. **Students will receive a central detention for each tardy after their 3rd.** Students who arrive more than 25 minutes after a class has begun are considered absent from that class.

Lateness to Class

During the school day we provide ample passing time between periods so that all students may get to their classes before the late bell rings. Students who are late to class contribute disruption to the instruction and learning that is taking place. Should a student arrive late to any class three times in a marking period he or she may be assigned to Central Detention or detained by that teacher after school *the following day*. Students failing to appear for any teacher-assigned detention may serve up to two Central Detentions.

To be eligible for participation in any extra-curricular or inter-scholastic activity, students must be in school by 10:00 a.m. that day. Likewise, a student who is dismissed during the day due to illness is considered to be ineligible for activities on that day.

LATE ARRIVAL AND EARLY DISMISSAL

While frequent early dismissal can inhibit student progress, at times it is necessary for a student to leave school before the end of the day. **The school suggests that parents make all efforts to avoid this situation.**

The Board of Education requires that students be in attendance for the full school day in order to benefit from the instructional program. That requirement will be waived only when compelling circumstances require that a student be late to school or dismissed from school before the end of the school day.

The Principal may excuse for cause the late arrival and early dismissal of a student on the prior written request of the student's parent(s) or legal guardian(s). Good cause may include, but need not be limited to, medical and dental appointments that cannot be scheduled outside the school day, medical disability, a motor vehicle driver's test, interviews for college entrance or employment, and court appearances.

No student will be permitted to leave the school before the end of the school day except in the presence of the student's parent(s) or legal guardian(s), or an agent of the parent(s) or legal guardian(s) who has written authorization, or in the custody of agents of the State acting in their legal capacity.

The Principal shall maintain a record of the parent(s) or legal guardian(s) of each student. If one parent has been assigned custody of the student by court order or separation agreement and wishes to limit the noncustodial parent's access to the student, the parent in custody must inform the Principal of any such limitation and may request that his/her authorization be required before the noncustodial parent is granted access. In the absence of such notice, the Principal will presume that a student may be released into the care of either parent.

A student who suffers an incapacitating medical disability will be released from school only in the presence of an adult.

Illness During School

The Health Office is staffed by a qualified nurse whose primary function is to provide emergency first aid in the event of an accident or sudden illness. However, the nurse does not diagnose illness, prescribe treatment, or dispense medication of any type, including aspirin, unless it is in prescription form. Students who are ill during the school day should first report to the nurse's

office and sign in. The nurse's office will then attempt to communicate with the parent/guardian. Students should not attempt to call a parent/guardian from their cell phone to pick them up due to illness. If the nurse is not in the building, students should report to the main office, which will call the parent/guardian to secure permission for a sign-out. If neither parent is at home, he/she will be called at work. "Emergency Contacts" will be called only in the event of an emergency or serious incident. The school nurse will determine if the student should be sent home, rest in the waiting room, or return to class. If the school nurse deems it appropriate for the student to be sent home due to illness, the student may only leave school grounds with a parent/guardian or an adult designated by the parent/guardian on the emergency card.

Food and Cafeteria Conduct

Given that every classroom is a shared space, cleanliness is a priority for the maintenance of an appropriate learning environment. Thus, the cafeteria, cafeteria patio, gymnasiums, and the atrium courtyard are the only designated places for eating or drinking. **Students are responsible for disposing of all refuse before exiting an eating area.** The last ten minutes of each lunch period are reserved for clean up; students must participate. Students are to remain in designated lunch areas until the bell, and are not to leave behind any trash on tables or the floor. Finally, there is to be no food delivery to school by either a vendor or classmates.

Students may keep wrapped or packaged food in lockers for consumption during lunch or after school. However, please avoid leaving food items, especially perishables, in lockers overnight.

Option II

Students whose Physical Education Option II requests have been approved must report to Option II study hall in lieu of Physical Education. Failure to attend Option II study hall is the equivalent of cutting a course and will carry the corresponding consequence. Students who cut Option II may be required to enroll in an additional Physical Education course to receive credit and meet state graduation requirements.

Fire, Safety and Security Drills

Fire drills and emergency safety drills are necessary for the safety and security of all students, staff, and others. Everyone should know the specific direction for reaching a point of safety from those areas of the building in which he/she may be. For fire drills, the information is posted

on a sign adjacent to the exit door of each room. Any specific directions regarding a fire/emergency safety drill will be announced at that time via the public address system. When a fire alarm sounds, all students must stop what they are doing and file out of the building through the nearest fire exit. Students and staff must situate themselves at least 150 ft. from the building. A quiet and orderly manner of evacuation must be maintained in case emergency conditions require a change of commands. Students are to follow the direction of the teacher in charge.

Any student who pulls a false fire alarm, otherwise creates a false alarm in the school, or improperly uses or removes a fire extinguisher will be subjected to serious disciplinary action, including suspension from school and a possible referral to the Superintendent of schools. Additionally, a police complaint may be filed in response.

The District conducts regular fire, evacuation, and lock-down drills. During a lock-down drill, students and staff are to seek refuge in the nearest securable room, which may also be the room that the student currently occupies. As swiftly as possible each room will be locked, lights will be turned off, and the blinds will be drawn closed. All students and staff shall seat themselves on the floor out of the line of sight of the door and shall maintain silence. Remain in lock down until appropriately advised by police or the Principal.

In the instances of relocation or evacuation, students are to immediately proceed in a quiet and orderly manner to their designated gathering areas external to the building or campus. In cases of evacuation, students must leave all bags and/or backpacks in the building.

Cell Phones, Cameras and Personal Entertainment Devices

The Board of Education recognizes the educational value in utilizing electronic mobile devices as instructional tools. With the rapid expansion of the use of electronic mobile devices in our society, the Board of Education feels it is imperative that its students be educated and receive guidance on how to properly use these tools for educational purposes. Utilized correctly, electronic mobile devices can enhance the learning environment while allowing the District and its students to remain current with the various uses of technology for educational purposes. Conversely, the Board of Education recognizes that the inappropriate use of such devices may constitute a disruption to the educational process and, in some cases, a violation of personal privacy.

Since the maintenance of an optimal learning environment free from distractions is of paramount importance, inappropriate cell phone use during scheduled class time, including reading and responding to text messages, is strictly prohibited. Violation of these rules may result in the phone or electronic device being confiscated and turned over to the administration through the day's end. In the case of repeat offenses, a parent/guardian of the student must

meet with a school administrator to retrieve the device. Subsequent violations will result in forfeiture of the privilege granted to students to possess a cell phone on campus.

A. Definition:

Electronic mobile devices may include, but are not limited to, laptops, netbooks, iPad, iPod touch, iPhone, electronic tablets, mobile phones and smartphones.

B. Student Use of Electronic Mobile Devices:

Use of an electronic mobile device during scheduled class time, including reading and responding to text messages, is strictly prohibited. For safety reasons, gaming and electronic communication during passing time is also discouraged. Students are allowed to possess cell phones for use before or after-school and during the block lunch period. Outside of these times, cell phones should be turned off and put away in students' lockers, bags or backpacks.

Notwithstanding the limited usage privilege regarding electronic mobile devices on school grounds, MLHS reserves the right to prohibit all access to a student who:

- Causes a disruption to the educational environment;
- Invades the rights of privacy of others, including staff, at the school;
- Involves illegal or prohibited conduct of any kind; or
- Violates a provision of the MLHS Code of Conduct or the Board's Policies or Regulations.

Use of a mobile electronic device to photograph, videotape, or audio record anyone on school property, including staff, students, or visitors, is strictly prohibited during school hours, on a school bus, or at school-sanctioned events, unless expressly approved by the Administration. Further, unauthorized electronic recording of students or staff may be deemed an act of bullying, harassment, or intimidation, and handled according to Board policy and relevant state law.

In such cases where a student uses an electronic mobile device in an inappropriate manner or in a way that otherwise violates MLHS policy, the principal or his/her designee or classroom instructor may also confiscate the device. In such instances, the building Administration will take appropriate disciplinary action, which may require contacting outside authorities, as outlined in the MLHS Code of Conduct. In the case of repeat offenses, a parent/guardian of the student must meet with a School Administrator to retrieve the device. Subsequent violations will result in forfeiture of the privilege granted to students to possess a cell phone on campus. Failure to hand over a cell phone is considered insubordination and may result in suspension. Please note that a teacher may require a student to deposit her/his cell phone in a holding container upon any request to leave the classroom.

C. Contents of Electronic Mobile Devices

The MLHS reserves the right to examine any student's electronic mobile device that is brought onto school grounds and search its contents if there is reasonable suspicion that MLHS or Board policies, rules, or regulations have been violated, as well as if there is a reasonable suspicion that the electronic mobile device contains information that may be pertinent to a school investigation. Students who use their electronic mobile device to violate MLHS or Board policies, rules, or regulations will be subject to appropriate disciplinary action as outlined in the MLHS Code of Conduct and any suspected violation of New Jersey law will be referred to law enforcement authorities.

Cutting Classes

Students are expected to attend all of their classes. Cutting will result in a failing grade for work due in the class cut, and one week of central detention (three days). Cuts are cumulative. Students who cut any year-long class three times will have their credit withheld in that class. Similarly, students who cut any semester (or quarter) class two times will also have their credit withheld in that class. A confirmation letter will be sent home after the second cut (or first, for semester and quarter), warning that the next cut will result in a loss of credit. A credit review conference with parents and the Assistant Principal will occur to determine an individual's credit status for that course. Repeated cutting will result in suspension.

Theft

Stealing is a crime. Students who are caught stealing will be turned in to Mountain Lakes Police for prosecution. Theft may also be construed as harassment and bullying and will be investigated as such. Do not leave anything of value in an unattended backpack or in the pockets of unattended clothing – always use gym lockers to secure these items.

If a theft occurs, the student suffering the loss should report to the main office immediately. This form should be filed immediately upon discovery of the loss. All thefts of a serious nature should be immediately reported to the local police department. The MLHS takes no responsibility for the damage to or the loss of personal property or school-assigned property.

Vandalism

Graffiti and other forms of vandalism result in loss of time among our custodial staff and may generate a monetary loss for the District. These acts may result in suspension, and restitution will be incurred by the student and his/her family (up to and including cleaning, repair, or payment for damages.) Police involvement may also become necessary.

Smoking/Vaping

In accordance with state and local Board of Education policy, smoking/vaping of any kind is forbidden in school, on a school bus, and on school grounds. The use or possession of chewing tobacco, snuff, "chew," electronic cigarettes and/or vaping devices is also prohibited on

school grounds. Students who violate this rule will be suspended from school. The rule is in effect on all school grounds, before, during, and after school.

Chemical Substance Use and Abuse

The Board recognizes that the misuse of chemical substances by any student seriously impedes that student's education and threatens the welfare of the entire school community. Accordingly, the Board maintains and enforces a comprehensive Substance Abuse Policy. A complete copy of the policy is posted on the website and can also be obtained from the Principal or Assistant Principal.

In brief, the policy divides itself into two parts. The first section pertains to the student who confidentially reveals his/her substance abuse problem and seeks help in dealing with it. The second section addresses instances in which a student is reasonably suspected and found to be under the influence of a mood-altering chemical substance while in school or at a school activity.

Definitions:

1. For the purpose of these procedures "chemical substances include":
 - a. "Alcoholic Beverages": The Board recognizes alcohol as a chemical substance. The term "drugs and alcohol" is therefore avoided in these procedures in favor of the term "chemical substances," which includes alcohol, controlled dangerous substances, and other drugs.
 - b. Any controlled dangerous substance as identified in N.J.S.A. 24:21-1 *et seq.* Controlled dangerous substances include, but are not limited to, marijuana, cocaine (including "crack"), heroin, Oxycodone, PCP, amphetamines, barbiturates, anabolic steroids, tranquilizers, LSD, and "designer drugs," or controlled substance analogs.
 - c. Any chemical or chemical compound which releases vapor or fumes, causing a condition or intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, as defined by N.J.S.A. 2C:35-10.4. This section includes, but is not limited to, glue, aerosol propellants, gasoline, and solvents.
 - d. Any mind-altering or behavior-altering chemical substance. This category includes, but is not limited to, prescription drugs and such common substances as cough medications and over-the-counter medications.
 - e. Any prescription or patent drug, except those for which permission to use in school has been granted, pursuant to Board of Education policy.
2. The phrase "chemical substances in the school setting" refers to student use, possession, distribution, or state of being under the influence of chemical substances on school property, at school functions, or on school buses. It also refers to students

whose use of drugs is affecting their school performance.

3. The term "distribution" includes facilitation of sale, transfer, or delivery.
4. The term "drug paraphernalia" refers to all equipment, products, and materials of any kind used for growing, manufacturing, producing, processing, preparing, testing, packaging, storing, containing, concealing, ingesting, inhaling or otherwise introducing into the human body in violation of the provision of these procedures, any of the substances referred to or included above. Drug paraphernalia includes, but is not limited to, the following objects used or intended for use, in conjunction with drugs: capsules, balloons, envelopes, other containers, pipes, tubes, masks, roach clips, miniature spoons, vials, rolling papers, razors, mirrors, and syringes.
5. The term "substance abuse problems" refers to those problems arising by virtue of the use of alcohol or other drugs by the student or the student's family.
6. The term "Building Administrator" refers to the principal, assistant principal, or the Building Administrator's designee.

The alcohol/drug-affected student who self-reveals may approach any member of the professional staff or the student assistance coordinator in order to seek help. It may be deemed appropriate to have the student evaluated in order to discover the nature of the concern and/or the extent of the substance abuse problem. It is possible that a referral for treatment would follow the evaluation.

Student Suspected of Being Under the Influence of a Chemical Substance:

Any staff member observing a student who appears to be currently under the influence of a chemical substance shall report the observed student's behavior and symptoms immediately to the Building Administrator.

The Building Administrator must remove the student for immediate examination by the School Nurse or SAC. The student will be kept under constant surveillance by school personnel. The school nurse shall conduct a preliminary chemical substance screening using a standard medical examination established by the medical department. The preliminary chemical substance screening report shall be submitted immediately to the Building Administrator.

Upon completion of the school nurse's preliminary chemical substance screening, the Building Administrator shall notify the parent/guardian of the results. The parent/guardian is required to meet with the Building Administrator immediately to obtain the necessary forms and discuss the appropriate course of action.

The parent/guardian shall be required to take the student for a medical examination by a physician that is selected by the parent/guardian and who is licensed to practice medicine or

osteopathy. The costs for such examination shall be the full responsibility of the parent/guardian. The physician must provide a written report to the parent/guardian, the principal and Superintendent within twenty-four (24) hours of the referral indicating whether chemical substance(s) was/were found, and whether such chemical substance(s) interfere with the student's physical and mental ability to perform in school. Throughout this process, the parent/guardian must comply with all minimum requirements for the medical examination as defined by the MLHS, including chemical screening with a zero tolerance testing. Any violation of the policy may be reported to the Division of Child Protection and Permanency.

If the physician selected by the parent/guardian is not immediately available, the medical examination shall be conducted by the School Physician. If the School Physician is not available, the parent/guardian shall be required to take the student to the emergency room of the nearest hospital for a medical examination. The student shall also be accompanied by the Building Administrator or a designated member of the school staff.

When a student fails to have an immediate medical examination/chemical screening to determine if he/she is under the influence of a chemical substance, the student shall be considered to have a positive result. In addition, when a chemical screening specimen is determined to be diluted and/or tampered with, the student shall be considered to have a positive result. In both cases, appropriate District disciplinary procedures will be imposed and implemented.

Re-Entry for Students Suspected of being Under the Influence of a Chemical Substance:

In the case of suspicion confirmed by chemical screening, in order to gain re-entry to the MLHS:

1. The student must undergo a physical examination in order to ascertain whether he/she is fit (drug-free) to return to school. The exam report must be furnished to the parent/guardian and the Principal and the Superintendent within twenty-four (24) hours of referral.
2. The student will be suspended from school for a period of time set by the Principal.
3. The student and his/her parent(s)/guardian(s) must attend a readmission conference with the Principal. At the conference, all pertinent health care issues and the disciplinary matters will be reviewed. The school's expectations will be set forth. All drug screening results will be discussed.
4. The student and his/her parent(s)/guardian(s) must make arrangements with a health care provider for a "chemical health assessment." The results of this evaluation must be shared with the Principal and/or Student Assistance Counselor.
5. If the chemical health assessment finds a positive (drug- involved) result, the family will be required to arrange for the student to receive appropriate services from a licensed health care provider. The student will also engage in a series of subsequent support meetings with the Student Assistance Counselor. Refusal to participate and/or complete

such services may result in additional disciplinary action.

6. The student may be removed from an extracurricular activity in which they are participating at the time of the incident.
7. In addition, any student discovered possessing or trafficking in (selling) controlled dangerous substances or drug paraphernalia will be subject to the provisions set forth above, and will be reported to the Mountain Lakes Police for prosecution.

Note: Every student has a right to confidentiality during this entire process. To view the complete Board Policy on this matter, please refer to the school website or request a copy in the Board office.

Conduct at School Events

The rules governing student conduct are in effect on the bus and at all school events or activities, even those that the school sponsors off campus such as outings or field trips.

Dances

The rules and regulations below are in effect at all dances:

1. Once a dance begins, students may not leave until the conclusion of the event.
2. All dances sponsored by Mountain Lakes High School are for Mountain Lakes High School students only. For the occasions of the Winter Formal and Senior Prom any prospective guest of MLHS students who are under the age of 21 may fill out a contract requesting admission to the event. However, the administration reserves the right to refuse any such request.
3. Students are not permitted to drink or use illegal drugs, or be under the influence of alcohol or illegal drugs at school sponsored activities. Students who violate this rule may be subject to suspension or expulsion.
4. Students will be admitted to the dance up to 30 minutes past the designated starting time.
5. School representatives have the authority to shut down a dance if there exists a threat to the health, safety, and security of those in attendance.

DISCIPLINARY GUIDELINES

MLHS personnel shall, in accordance with law, systematically monitor its procedures to ensure continuing compliance with anti-discrimination laws and regulations in school and classroom practices. The administration of discipline will be equal and consistent without regard to race, religion, ethnicity, disability, national origin, ancestry, nationality, sex, gender, sexual orientation, gender identity, or expression marital, domestic partnership or civil union status, or any other distinguishing characteristic.

Responsibility, honesty, maturity, trust, respect and consideration for others are critical factors that limit the necessity of formal disciplinary measures. With this in mind, students are encouraged to develop and exercise these qualities while regularly maintaining self-discipline and a positive attitude.

Expectations for daily conduct within the classroom are largely maintained by our teachers. Other behavior-related issues are handled by the Principal and the Assistant Principal. These typically follow from conduct observed or from teacher or student referrals. The administrator will examine the student's account of events when considering disciplinary consequences. The administrator will also evaluate the severity of the offense, the conduct history of the offender, and the student's developmental age in determining the school's response to the misconduct. Individualized Education Plans and accommodations under section 504 are also taken into account. Disciplinary measures are graded and range from loss of privileges and central detention to suspension or expulsion. Parents are often called in connection with disciplinary issues, and some forms of misconduct require a parent conference.

If at any time a student is asked to remove himself from a classroom by a teacher, he or she must do so without protest, reporting immediately to the Main Office. There the student will fill out a Behavior Report and wait for the Principal or Assistant Principal to review the matter.

Consequences Explained

Central Detention - Central Detentions are held on Tuesday, Wednesday, and Thursday afternoons from 2:45 p.m. to 3:45 p.m. Attendance is mandatory and supersedes extra-curricular activities and work schedules. Failure to attend may result in suspension from school.

Suspension - Suspension is reserved for the most serious or pervasive type of misconduct. It takes two forms: *In-School Suspension* and *Out-of-School Suspension*. During in-school suspension, students report to the Main Office, where they will be escorted to the In-School-Suspension room. A suspended student may not participate in any extracurricular activities. A suspended student incurs no academic penalty and has the full rights to make up missed work.

The following chart is a guideline of consequences corresponding to some, but not all, infractions. This list is not intended to be exhaustive, but each situation is unique and may result in more severe penalties as determined by the Administration.

| <u>Infraction</u> | <u>Consequence</u> |
|-------------------------------------|--|
| Academy Dishonesty | Discipline as determined by administration |
| Café Disruption | CD |
| Cut Central Detention | ISS / OSS |
| Cut Class | 3 CDs |
| Disrespectful Conduct | 3 CD |
| Failure to follow Safety Procedures | ISS / OSS |
| False Alarm or Threat | OSS / Police Notification |
| Fighting | OSS |

| | |
|--------------------------------------|----------------------------------|
| Forged Note | 3 CDs |
| Harassment, Bullying or Hazing | ISS / OSS |
| Inappropriate Behavior | 3 CD's/ISS/OSS |
| Inappropriate Language | CD |
| Inappropriate use of Electronics | Confiscate/Loss of Privilege/ISS |
| Insubordination | ISS / OSS |
| Late To Class | Teacher Detention/CD |
| Leaving School Grounds | CDs/Loss of Senior Privileges |
| Missed Teacher Detention | 2 CDs |
| Repeated Dress Code Infractions | CD |
| Parking Violations | CD, Lost Privileges |
| Poss. Drugs / Paraphernalia, Alcohol | OSS / Police notification |
| Smoking | ISS / OSS |
| Substance Abuse | OSS |
| Tardy to School | CD |
| Theft | OSS, Replace Goods |
| Unauthorized Occupancy | ISS / OSS |
| Vandalism | ISS /OSS Pay For Damage |

CD = Central Detention OSS = Out of School Suspension ISS = In School Suspension

Memorandum of Agreement with Law Enforcement

A uniform State memorandum of agreement exists between education and law enforcement agencies aimed to address safety and security issues as they relate to school and community. As far as possible, questioning of pupils by police in pursuing an investigation shall take place outside of school hours. If the urgency of the situation requires otherwise, whenever possible such questioning shall take place in the presence of a parent or guardian and the principal or his designee.

Student Appeals and Due Process

Disciplinary appeals should be made at the lowest level of authority involved in the disciplinary decision. In addition, students have the right to an informal hearing before an Administrator prior to the enactment of any suspension from school. For a long-term suspension, the student shall have the right of a formal hearing before the Board pursuant to N.J.A.C. 6A:16-7.3. In instances when a student's continued presence in school poses a danger or threatens to disrupt the educational process, the informal hearing shall take place as soon as practical following the suspension. Oral or written notification of the removal of a student from his or her educational program shall occur on the same day on which the decision to suspend is made. Any further appeals may be made to the Commissioner of Education in accordance with applicable State Law and Regulations.

Some of the Board's Policies, including the Conduct and Discipline Policy, are available on the School District's website. Copies of all policies are made available to the public upon request.

Care of School Property

1. A student is wholly responsible for the care of all issued books, computers or other school property including athletic uniforms and equipment.
2. Fines for damaged or lost books, computers or equipment must be paid before the end of the course or sports season.

Parent Portal/ Checking of Student Progress

Parents will have access to the grades of their children through Genesis. Parents are cautioned to recognize every grade appearing in the system represents a mere snapshot in time, one whose calculation may or may not include a student's most recent assessments. Teachers will update the grades of their students in a timely fashion. Finally, parents are urged to first address clarifying questions pertaining to academic performance with their son or daughter prior to communicating with the course instructor.

Extra Help

Students are encouraged to make arrangements with teachers for extra-help during mutually convenient periods, before or after school, or during the lunch block. National Honor Society students also volunteer their time to support their peers in their studies. Students should discuss arranging assistance from an NHS tutor with their School Counselor.

Schedule Changes

Course selection should be carefully carried out in a cooperative manner involving the student, teacher, counselor, and parents. Students are expected to attend and satisfactorily complete the courses in which they enroll during counseling conferences. Prior to the opening of school in September, changes to a student's schedule proposed for educationally sound reasons will be considered according to specific guidelines set forth in The Program of Studies. During the school year, courses are not to be dropped unless extenuating circumstances arise. If this occurs, the following procedure is to be followed:

1. Student is to communicate the request to both the teacher and counselor.
2. Counselors will notify parents of the proposed change.
3. Counselor will confer with both teacher and the appropriate supervisor regarding the change and its implications.
4. If approved, students must secure the signatures of the teacher, supervisor, counselor and parent.
5. If the change request is denied appeals may be made to the Director of Guidance and the Principal, respectively.

Withdrawal From School

When a student is moving or transferring to another school, written notice of this withdrawal is requested from the student's parent or guardian. All students withdrawing from school must attend an exit interview with their guidance counselor. If the student is under 18 years of age, a parent or guardian must be present at this interview. The specific steps in withdrawing from school may be obtained from one's guidance counselor.

Make-up Work

It is the student's responsibility to find out whether he/she missed a test or other class-work or evaluative obligation while absent from school. In such cases, the student is responsible for communicating with the teacher and arranging to make up the missed work within one week of his/her return to school. Work not made up promptly will receive a grade of "F".

A student may not be required to take a test on the first day of his/her return to school if the student was not present the day the test was announced. If a student anticipates being absent for more than three days, he/she should contact the main office to arrange to get assignments beforehand. Students on field trips or athletes excused from class for early contests are responsible for any work they miss.

National Honor Society

MLHS is host to the E.W. Anibal Chapter of the National Honor Society. Not only does our NHS recognize high academic achievement, but it also functions as a service organization. Its members tutor other students, usher at evening events, serve as mentors, and perform other services on an as-needed basis.

In order to be considered for selection, students must attain a 3.65 cumulative weighted G.P.A. and demonstrate high standards and a record of achievement in leadership, character, and service. Students are eligible for selection following the midpoint of their junior year. After selection for membership, students must maintain a 3.65 cumulative G.P.A. and continue to uphold the standards that made them eligible for initial induction.

Final Examinations

Final Examinations are required of students in almost all academic subjects, and carry a weight of one tenth of the credit earned.

Attendance at the final examinations is mandatory. Only a physician's note or a personal excuse cleared by the Principal in advance will be a valid reason for missing a final examination. No student is to be admitted to an examination if he/she is tardy by more than one hour. Any student or teacher who wishes to change the time or place of an examination must receive prior approval from the Assistant Principal.

Students who willfully absent themselves from a final examination will automatically receive an “F” for the exam. Students with a failing average (three failing grades in a full-year course, or two failing grades in a semester course) must take the final exam in order to be eligible for summer school and/or to repeat the course for the following year. Extenuating circumstances will be reviewed by the administration.

Notification of Health Curriculum Content

The New Jersey State Health Curriculum Guidelines require that parents receive notification of the content of the District's health curriculum. Further, parents may request a waiver from selected topics contained in the curriculum. Among these topics are Human Sexuality in Grade Nine, Current Health Issues in Grade Eleven, and Marriage and Family Living in Grade Twelve.

If a parent questions the appropriateness of these health topics for religious or moral reasons, the parent will be given the opportunity to examine the details of the Health Curriculum. Further, the parent may request a waiver for his or her child to be exempted from the topic(s) in question. The request, stating the specific reasons for the exemptions, shall be submitted in writing to the building principal. Should there be sufficient reason to honor the request, the Principal will assign the student to a library/study location during the health instructional time and will be provided an alternate assignment to meet the health requirements.

CO-CURRICULAR ACTIVITIES AND PROGRAMS

An updated list of clubs for the 2023-2024 school year may be found on the MLHS website or in the Main Office.

Sportsmanlike Conduct

One of the goals of the MLHS Athletic Department is to promote good sportsmanship among all participants and fans. The following are our expectations and ways to promote “Good Sportsmanship.”

Expectations of Student Participants

- Treat opponents with respect; shake hands prior to and after contests.
- Respect judgment of contest officials; abide by rules of the contest and display no behavior that could incite fans.
- Cooperate with officials, coaches and fellow participants to conduct a fair contest.
- Accept seriously the responsibility and privilege of representing school and community; display positive public action at all times.
- Live up to the high standard of sportsmanship established by the coach.

Acceptable Behaviors

- Applause during introduction of players, coaches, and officials.
- Accept all decisions of officials.

- Cheerleaders lead fans in positive school cheers in a positive manner.
- Handshakes between participants and coaches at the end of the contest, regardless of outcome.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at the end of the contest for performance of all participants.
- Everyone showing concern for injured players, regardless of team.
- Encourage surrounding people to display only sportsmanlike conduct.

Unacceptable Behaviors

- Yelling or waving arms during an opponent's free-throw attempt.
- Disrespectful or derogatory yells, chants, songs, or gestures.
- Booing or heckling an official's decision.
- Criticizing officials in any way; displays of temper with an official's call.
- Antagonizing opponents either verbally or through gestures.
- Refusing to shake hands or give recognition for good play.
- Blaming loss of game on officials, coaches, or participants.
- Laughing or name-calling to distract an opponent.
- Using profanity or displays of anger that draw attention away from the game.
- Yelling or chanting that interferes with the efforts of cheerleaders.

Eligibility Rules

The New Jersey State Interscholastic Athletic Association (NJSIAA) establishes the following rules:

1. ELIGIBLE if a student has not reached the age of 19 prior to September 1st.
 2. ELIGIBLE to represent the H.S. for 8 consecutive semesters following a student's entrance into the 9th grade.
 3. To be ELIGIBLE for athletic competition during the first semester (September 1 to January 31) of the 10th grade or higher, or the second year of attendance in a secondary school or beyond, a pupil must have passed 25% of the credits (30) required by the state of New Jersey for graduation during the immediately preceding academic year. To be ELIGIBLE for athletic competition which begins during the second semester (February 1 to June 30) during the ninth grade or higher, a pupil must have passed the equivalent of 12.5 % of the credits (15) required by the State of New Jersey for graduation (120) at the close of the proceeding semester (January 31). Full year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.
 4. NOT ELIGIBLE after the completion of 8 semesters following a student's entrance into 9th grade, regardless of the fact that a sports season may not be completed.
 5. NOT ELIGIBLE after the class in which a student originally enrolled graduates, regardless of transfers during the 3 or 4-year period.
- Notwithstanding the provisions of Paragraph 3 and 4 above, a student who is eligible at the beginning of a sports season shall be allowed to finish that season.

Training Rules

A member of a Mountain Lakes High School athletic team is expected to maintain the high ideals of personal integrity and team loyalty. To maximize the commitment to that goal, each athlete must adhere to the following rules:

1. The use and/or possession of drugs or alcohol is prohibited by any team member.
2. The use and/or possession of any tobacco product (including e-cigarettes, vaping devices, or chewing tobacco) is prohibited by any team member.
3. Any involvement with police or other authorities because of violations of local, state or federal law (with the exception of motor vehicle violations), is prohibited by any team member. In determining the appropriate response to students who commit one or more acts under this paragraph, the following factors may need to be considered:
 - a) the levels of harm
 - b) the surrounding circumstances
 - c) the nature of the behaviors
 - d) past incidents or past or continuing patterns of behavior

The Principal or his/her designee, Athletic Director and Head Coach will be responsible for determining whether an alleged act constitutes a violation of this Policy. The Principal or his/her designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or his/her designee will maintain a record of each investigation regarding allegations of Training Rule Violations.

Any athlete who violates one of these rules will be removed from the team of which he/she was a member for the remainder of that season. Also, if a violation occurs, the athlete will be referred to the student assistance program and a drug/alcohol evaluation may be required.

In addition, an athlete's second violation of one of these rules during that athlete's high school career will result, not only in the loss of eligibility for the remainder of that season, but also the following:

For 2nd and subsequent offenses involving tobacco, alcohol and/or drugs:

- A. ***For Alcohol and Drug Offenses: Mandated alcohol and drug assessment with an outside facility*** approved by the Student Assistance Coordinator (SAC) ***and***
 - A1. ***Completion of any recommended program resulting from assessment by outside facility. OR Active participation in such recommended program including compliance with all program policies and recommendations***
 - A2. ***Participation in the random drug-testing program, including the EtG 80-hour alcohol screen***, for 90 days while school is in session, unless such testing is specifically contrary to the outside therapist's recommendation.

For Tobacco Offenses: Mandatory three meetings with SAC and compliance with all recommendations resulting from such meetings.

Above must be completed before participating in another sport.

- B. ***Participation in Eligibility Meeting:*** The Principal, Athletic Director, SAC and two members of the coaching staff will review the student athlete's compliance with A and B above and determine the student athlete's eligibility for participation in sports.

For 2nd and subsequent offenses NOT involving tobacco, alcohol and/or drugs:

- A. ***Participation in three mandated meetings*** with the Student Assistance Coordinator. (SAC)
- B. ***Follow the recommendations of the SAC*** based on the above meetings.
- C. ***Completion of an individually prescribed restitution program*** which may include 20-60 hours of community service ***and/or adherence to a restriction of in school privileges*** including free periods and open campus.
- D. ***Participation in Eligibility Meeting:*** The Principal, Athletic Director, SAC and two members of the coaching staff will review the student athlete's compliance with A, B, and C above and determine the student athlete's eligibility for participation in sports.

Interscholastic Athletics

Mountain Lakes High School offers a wide range of interscholastic activities for both boys and girls.

Fall:

Boys Cross Country – Varsity, JV
Girls Cross Country - Varsity, JV
Field Hockey - Varsity, JV, Fr
Football - Varsity, JV, Fr

Boys Soccer - Varsity, JV, Fr
Girls Soccer - Varsity, JV, Fr
Girls Tennis - Varsity, JV

Winter:

Boys Basketball - Varsity, JV, Fr
Girls Basketball - Varsity, JV, Fr
Ice Hockey - Varsity, JV
Boys Skiing - Varsity, JV

Girls Skiing - Varsity, JV
Boys Swimming - Varsity
Girls Swimming - Varsity
Wrestling - Varsity, JV

Spring:

Boys Baseball - Varsity, JV, Fr
Boys & Girls Golf - Varsity
Boys Lacrosse, Varsity, JV, Fr
Girls Lacrosse, Varsity, JV, Fr

Boys Tennis - Varsity, JV
Girls Softball - Varsity, JV, Fr
Boys & Girls Track – Varsity

Please see the Athletic Director for more information.

PHILOSOPHY

We believe interscholastic athletics are an integral part of a successful educational system. Our educational goals and objectives are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular classroom program environment. The purpose of interscholastic athletics is to provide another arena wherein students may learn and develop life skills through the experiences athletics provide. These experiences should help develop student initiative, responsibility, social skills, organizational skills, team building, commitment, and a motivation to pursue excellence.

Freshman:

This level of interscholastic sports is for ninth grade students only. Sports conducted at this level focus on acquiring basic skills, learning game rules, the fundamentals of team play, appropriate behavior patterns, and healthy competition.

We try not to cut students at ANY level. However, if the number of students trying out for a team creates a situation that is difficult to manage, poses a safety problem, or is problematic because of facility consideration, reducing team size may be necessary.

Junior Varsity:

This level of interscholastic sports is primarily for tenth and eleventh grade students. Occasionally ninth grade students who have satisfied all selective/classification requirements are placed at this level. Junior varsity programs work towards achieving a balance between continued team and player development. Emphasis is placed on physical conditioning, refinement of fundamental skills, and elements of strategies of team play, in addition to social and emotional development. Members are expected to exhibit a high level of dedication and commitment with the goal of becoming a varsity athlete.

Varsity:

This level of interscholastic sports is the culmination of all other levels. Normally, juniors and seniors combine for the majority of the roster positions, along with any sophomore and freshman athletes that have developed at an advanced rate. Although cutting is not encouraged, the number of participants is determined by the need to conduct an effective and meaningful practice and to play a contest. A sound attitude coupled with an advanced level of skill are prerequisites for a position on a varsity roster.

Although the primary goal of any varsity program is to win, winning is not the only measure of success. Through participation, students acquire important qualities necessary for becoming responsible adults and productive citizens.

Physicals/Permission Cards

No student may begin practice for any team unless he or she has had a physical exam, handed in a parent permission card, and completed a medical history questionnaire. The school doctor will be available one day in the summer to give physicals to all athletes, for fall sports and at other times during the year for winter and spring sports. These physical exams are conducted at the High School. If a student misses these physicals, he or she must make arrangements with the family physician to conduct the examination and complete the school's medical form.

Letters/Awards

The coach of a particular sport will establish the criteria for earning a letter of that sport. Freshman and JV letter winners receive certificates. Varsity letter winners are awarded a letter for their first varsity award in each sport and then a plaque for any subsequent varsity letter they earn for that sport. Honor plaques are given to any student who participates in three sports during one year.

MLHS Alma Mater

*When all Mountain Lakers gather
It is never very long
'Til we praise our Alma Mater
With a Song
As we join our hearts together
Raise our voices clear and true
In allegiance to the Orange
And the Blue!*

*Where the Echoes from the hillsides
Ring around the Wildwood shore
Dwell a host of Friends
we'll Cherish evermore
Though our paths may some day sever
We'll recall the happy throng
That was bound as one together
In a song.*

CHORUS

*Sing! Sing! The Mountain Lakers' song
To thee our loyal hearts belong
For no matter where we wander
Or wherever we may roam
We will always think of Mountain Lakes
As Home.*

Music and lyrics by George H. Littell