Mount Olive High School

Student Handbook

2026-2027



18 Corey Road Flanders, New Jersey 07836
973-927-2208
motsd.org

MESSAGE FROM THE PRINCIPAL

To the Mount Olive High School Learning Community:

Welcome to the 2026-2027 school year! The Administration and Staff of Mount Olive High School are very excited by the prospects that are in store for all of us! A major component of our success as a school learning community is our ability to operate an institution founded on respect, proper comportment, a commitment to excellence, high expectations, and being present. A focus on conduct and attitudes conducive to a first-rate, world-class educational environment is essential. Members of our learning community must be cognizant of their academic obligations, be active participants in their own learning process/progress, enjoy and take advantage of the multitude of curricular pathways and student activities, and athletic programs. Your high school experience will provide opportunities to develop academically, socially, physically, and emotionally. There is an expectation that you will concentrate on your duties and responsibilities as a member of the Mount Olive High School community.

One of the most compelling features of this handbook is the Student Code of Conduct. The contents of this section cover in detail the levels of decorum we hold for each and every student. Alluded to within the body of this handbook are the basic pillars of RESPECT, CHARACTER, HONESTY, INTEGRITY, TRUSTWORTHINESS and an UNWAVERING COMMITMENT TO EXCELLENCE in every aspect of your educational journey.

The initiatives, practices and protocols are strong and demanding. We desire to have every student want more for themselves, become well-rounded, complete, and contributing members of our school climate and culture while excelling without disruption. We pride ourselves in providing a school environment conducive to boundless student achievement in every aspect afforded to you. Prepare, Manage Your Time, Get Involved, Excel and Attain Your Goals!

Have A Terrific School Year!

“First We Will Be Best, Then We Will Be First!”

MOUNT OLIVE HIGH SCHOOL
ADMINISTRATION

MOUNT OLIVE CONTACT LIST

Dr. Lindsay Warren, Vice Principal
(Class of 2029)

Susan Zwastetzky, Vice Principal
(Class of 2027)

Dr. Shawnteeha Boyd, Vice Principal
(Classes of 2028 & 2030)

Robert Feltmann, Vice Principal
of Student Services

Colleen Suflay, Director of Athletics

Contact Information

Board of Education/Superintendent	(973) 691-4000	Ext. 8001
Principal	(973) 927-2208	Ext. 7101
Vice Principal L. Warren	(973) 927-2208	Ext. 7201
Vice Principal S. Boyd	(973) 927-2208	Ext. 7650
Vice Principal S. Zwastetzky	(973) 927-2208	Ext. 7211
Vice Principal R. Feltmann	(973) 927-2208	Ext. 7301
Director of Athletics C. Suflay	(973) 927-2208	Ext. 7501

Offices

Attendance	(973) 927-2208	Ext. 7202
Child Study Team	(973) 927-2208	Ext. 7400
Guidance Center	(973) 927-2208	Ext. 7300
Library/Media Center	(973) 927-2208	Ext. 7690
Nurse's Office	(973) 927-2208	Ext. 7480
Student Assistance Counselor - Jackie Skutka	(973) 927-2208	Ext. 7304
Visitor's Center	(973) 927-2208	Ext. 7102
Transportation Department	(973) 691-4000	Ext. 5938

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MISSION AND BELIEFS

The Mount Olive Township School District, a guiding and unifying partner in a dynamic community, educates, challenges and inspires all learners within a safe, nurturing environment to discover and develop their unique abilities as literate, ethical and contributing citizens of the world.

BELIEFS

We believe that:

- Education is the shared responsibility of the student, family, school, and community.
- Learning is a lifelong process.
- High expectations promote high achievement.
- All individuals need to experience success.
- Our schools must prepare students for a rapidly changing global society.
- Quality education requires adequate resources.
- It is important to provide a broad range of curricular offerings and learning experiences for students.
- Individual differences need to be acknowledged and respected.
- Individuals are responsible and accountable for their actions.
- The school district has a role in defining, modeling, and promoting values and ethics.
- People function best in a safe, supportive environment.
- People learn at different rates and in a variety of ways.
- Active participation promotes effective learning.
- Individuals benefit when they cooperate to learn and learn to cooperate.
- There is joy and value to learning.

MARAUDER CREED

Mount Olive High School is a comprehensive public high school that offers a very diverse and complete high school experience. A journey of self-discovery provides students with a multitude of curricular pathways and choices to pursue their post-secondary endeavors.

EDUCATIONAL PHILOSOPHY AND OBJECTIVES

The educational philosophy of Mount Olive High School is founded on the belief that the major function of the school is to nurture intellect as well as social and civic awareness in each student so that all students are prepared for a responsible, productive, and personally satisfying role in society. Since the world in which our students will grow to maturity is characterized by rapid change, complexity, and diversity, this is a serious task, which requires cooperation and constant dialogue among students, staff, parents, and community members in order to be successfully achieved. In the process of achieving and enacting our goals and philosophy, we recognize that we are in a partnership with the community. We believe that education is the shared responsibility of the student, home, school and community. These components must maintain a healthy dialogue and work cooperatively with one another for the benefit of all. The educators

must provide the necessary knowledge, skills, curriculum, and supportive climate. The home is a major contributor to the achievement of the students and must provide the student with a viable ethic and positive attitude to enhance this learning environment. The community must provide the necessary emotional, social, and economic support needed to serve the academic, civic, social, and physical health of the student.

Our ultimate goal is to provide the educational climate and dynamic curriculum, which will foster the emergence of highly competent, motivated, and unique young men and women who are able to succeed in our complex and changing world. As a result of their experience with this environment, our students will be prepared to integrate their efforts and abilities in a variety of collaborative experiences without bias.

We provide all students with a variety of experiences so that they may develop their educational and life goals, discover their personal identities, and learn the necessity of functioning constructively and effectively as responsible and humane members of society. When we successfully reach our goals and live our philosophy, our students will become lifelong learners guided toward attaining the knowledge and skills necessary for success in future occupational endeavors as well as in the social and physical environments experienced after high school.

SEE THE OBJECTIVES BELOW:

- Acquire the skills to process information, solve problems, and think critically and creatively.
- Develop positive attitudes toward school and lifelong learning.
- Recognize and apply effective decision-making models.
- Gain an awareness of, and an appreciation for, the humanities, arts, and sciences.
- Acquire the necessary skills to function in an ever-changing technological society.
- Develop career awareness skills, skills in preparation for future employment and the appreciation of the value of work.
- Develop effective communication skills.
- Accept responsibility for individual academic and social development and improvement.
- Examine, clarify, and apply positive values and ethical principles.
- Develop good character, attitude, self-respect, self-discipline, and self-esteem.
- Build self-esteem by discovering individual unique abilities and characteristics.
- Develop the ability to recognize and expand individual creative talents.
- Understand habits and attitudes necessary to promote good emotional and physical health.
- Develop interests that will lead to wise and enjoyable use of leisure time.
- Achieve an appreciation of the different ethical and moral values that comprise American society.
- Appreciate the innate dignity and worth of each human being.
- Develop an awareness of, and sensitivity to, issues of cultural diversity and gender equity.
- Recognize that good citizenship entails participation in the political, economic, and social processes of the community.

- Develop an appreciation of the rights and privileges in our democracy.
- Develop an attitude of respect for personal and public property.
- Demonstrate understanding, friendliness, adaptability, empathy, and tactfulness in group settings.
- Gain an awareness of the use and preservation of our physical environment.
- Recognize the role of the individual in the global community.

IMPORTANT DATES - SCHEDULE ROTATIONS - BELL SCHEDULES

2026-2027 SCHOOL YEAR CALENDAR

Adopted 1/28/26 — Revised 7/20/26

Aug 31	Teachers Report - Opening Day
Sep 1	Teacher In-Service
Sep 2	Students Report - Shortened Student Day
Sep 3	Shortened Day for Students
Sep 4	Shortened Day for Students & Staff
Sep 7	Labor Day Holiday - Schools Closed
Sep 21	Yom Kippur - Schools Closed
Oct 12	Columbus Day Holiday - Teacher In-Service
Nov 2-4	Parent Teacher Conferences Shortened Day for Students K-8 only
Nov 5 - 6	NJEA Convention - Schools Closed
Nov 25 - 27	Thanksgiving Holiday- Schools Closed
Dec 23	Shortened Day for Students & Staff
Dec 24, 25, 28	Christmas Holiday - Schools Closed
Dec 29 & 30	Winter Break - Schools Closed
Dec 31 - Jan 1	New Years Holiday - Schools Closed
Jan 18	MLK Jr. Holiday- Schools Closed
Feb 12	Teacher In-Service
Feb 15	Presidents' Day Holiday - Schools Closed
March 10	Eid al-Fitr - Teacher In-Service
March 15-17	Parent Teacher Conferences Shortened Day for Students K-5 only
March 26	Good Friday Holiday - Schools Closed
March 29- Apr 2	Spring Break - Schools Closed
May 28	Shortened Day for Students and Staff
May 31	Memorial Day Holiday - Schools Closed
June 17, 21-23	Shortened Days for Students Only
June 18	Juneteenth Holiday- Schools Closed
June 23	Last Day for Students
180 TOTAL REGULAR STUDENT ATTENDANCE DAYS	

Shortened Days — First / Last Days of School — Holidays Schools Closed — Teachers' Work Days

Grades PK-12 are scheduled for 184 days, which allows for 4 snow/emergency days. If not used, they will be given back later in the school year. If there are three (3) emergency closings prior to February 1, the make-up day will be February 12. If additional days are required, the calendar will be reviewed, and days reinstituted during Spring break starting with Friday, April 2nd and working backwards. School personnel and students will be expected to attend on contingency days.

AUG/SEPT — Teachers- 21 Students- 19

M	T	W	T	F
31	1	2 AU	3 AU	4 AU
7	8 A	9 B	10 C	11 D
14 A	15 B	16 C	17 D	18 A
21	22 B	23 C	24 D	25 A
28 B	29 C	30 D		

OCTOBER — Teachers- 22 Students- 21

M	T	W	T	F
			1 A	2 B
5 C	6 D	7 A	8 B	9 C
12	13 D	14 A	15 B	16 C
19 D	20 A	21 B	22 C	23 D
26 A	27 B	28 C	29 D	30 A

NOVEMBER — Teachers- 16 Students- 16

M	T	W	T	F
2 B	3 C	4 D	5	6
9 A	10 B	11 C	12 D	13 A
16 B	17 C	18 D	19 A	20 B
23 C	24 D	25	26	27
30 A				

DECEMBER — Teachers- 17 Students- 17

M	T	W	T	F
	1 B	2 C	3 D	4 A
7 B	8 C	9 D	10 A	11 B
14 C	15 D	16 A	17 B	18 C
21 D	22 A	23 B	24	25
28	29	30	31	

JANUARY — Teachers- 19 Students- 19

M	T	W	T	F
				1
4 C	5 D	6 A	7 B	8 C
11 D	12 A	13 B	14 C	15 D
18	19 A	20 B	21 C	22 D
25 A	26 B	27 C	28 D	29 A

FEBRUARY — Teachers- 19 Students- 18

M	T	W	T	F
1 B	2 C	3 D	4 A	5 B
8 C	9 D	10 A	11 B	12
15	16 D	17 D	18 A	19 B
22 C	23 D	24 B	25 B	26 C

MARCH — Teachers- 19 Students- 18

M	T	W	T	F
1 D	2 A	3 B	4 C	5 D
8 A	9 B	10	11 C	12 D
15 A	16 B	17 C	18 D	19 A
22 B	23 C	24 D	25 A	26
29	30	31		

APRIL — Teachers- 20 Students- 20

M	T	W	T	F
			1	2
5 B	6 C	7 D	8 A	9 B
12 C	13 D	14 A	15 B	16 C
19 D	20 A	21 B	22 C	23 D
26 A	27 B	28 C	29 D	30 A

MAY — Teachers- 20 Students- 20

M	T	W	T	F
3 B	4 C	5 D	6 A	7 B
10 C	11 D	12 A	13 B	14 C
17 D	18 A	19 B	20 C	21 D
24 A	25 B	26 C	27 D	28 A
31				

JUNE — Teachers- 16 Students- 16

M	T	W	T	F
	1 B	2 C	3 D	4 A
7 B	8 C	9 D	10 A	11 B
14 C	15 D	16 A	17 B	18
21 C	22 D	23 A	24	25
28	29	30		

(Schedule #10)	Daily Bell Schedule		
Warning Bell	7:12		8 Minutes
Block 1	7:20 AM	8:10 AM	50 Minutes
Block 2	8:15 AM	9:05 AM	50 Minutes
Block 3	9:10 AM	10:00 AM	50 Minutes
TAG	10:05 AM	10:45 AM	40 Minutes
Unit Lunch	10:50 AM	11:35 AM	45 Minutes
Block 1	11:40 AM	12:30 PM	50 Minutes
Block 2	12:35 PM	1:25 PM	50 Minutes
Block 3	1:30 PM	2:20 PM	50 Minutes

(Schedule #1)	Shortened Day 6 Blocks Meet		
Warning Bell	7:12		8 Minutes
Block 1	7:20 AM	7:56 AM	36 Minutes
Block 2	8:01 AM	8:37 AM	36 minutes
Block 3	8:42 AM	9:18 AM	36 minutes
Block 1	9:23 AM	9:59 AM	36 minutes
Block 2	10:04 AM	10:40 AM	36 minutes
Block 3	10:45 AM	11:20 AM	35 minutes

(Schedule # 2)	Delayed Opening (2 Hours)		
Warning Bell	9:12 AM	9:17am	5 Minutes
Block 1	9:20 AM	9:57 AM	37Minutes
Block 2	10:02 AM	10:39 AM	37 Minutes
Block 3	10:44 AM	11:21 AM	37 Minutes
Unit Lunch	11:26 AM	12:11 PM	45 Minutes
Block 1	12:16 PM	12:53 PM	37 Minutes
Block 2	12:58 PM	1:35 PM	37 Minutes
Block 3	1:40 PM	2:20pm	40 Minutes

SCHOOL CLOSING

School closing information will be sent to parents via the Realtime Notification System and posted on motsd.org.

ACADEMIC AND STUDENT SERVICES

STUDENT PERSONNEL SERVICES

The student personnel team consisting of school counselors, the student assistance counselor, the school nurse, and the child study team is an integral part of the total education effort. The ultimate goal of the student personnel team is to help each student gain the utmost from their high school experience. The information which follows is designed to assist the student in realizing this goal.

COUNSELOR ASSIGNMENTS

Each student is assigned to a counselor; whose primary responsibility is the continuous counseling of the individual. Students are assigned a high school counselor during the scheduling process while they are in eighth grade.

STUDENT ASSISTANCE PROGRAM

The district's Student Assistance Coordinator (S.A.C.), Jacqueline Skutka, operates under a Student Assistance Program (S.A.P.) model. The model's primary focus is on the "total wellness" of the child. The S.A.P. works closely with both existing in-school services and local community services. The program provides prevention, intervention, referral, and continuing care services to students and families who may be experiencing personal, school, family, alcohol or other drug problems. Services available to students include, but are not limited to, individual and group counseling. Administrators, guidance counselors, teachers, staff, peers and parents can make referrals to the S.A.P., and students may refer to themselves or their peers. The only mandatory referrals are made when a student violates the district's Substance Abuse policy or the Harassment, Intimidation and Bullying policy. Parents with questions are encouraged to contact the S.A.C. in the Guidance Center at the high school at (973) 927 – 2208 x 7304 during the regular school day.

RECORDS

Almost every reference form asks questions about a student's pattern of attendance and academic records. From the first day the student enters school, he/she should begin building the best possible record. The records presented upon graduation will largely determine the post-secondary alternatives available to the student. A school counselor will review the record with the student in order that he/she fully understands it. No school record is released to anyone outside of the school without the written authorization of the student or parent or a court order.

CHANGE OF ADDRESS, LEGAL NAME, OR TELEPHONE NUMBER

It is extremely vital that the personal identifying data of the student record be accurate so the school can contact a parent/guardian in case of emergency. Any change of address, legal name, or telephone number should be reported to the Guidance Center immediately.

PARENT/TEACHER/COUNSELOR CONFERENCES

Communication between the parent, student, and faculty is critical. The high school encourages families to contact faculty via email or phone to discuss any concerns they may have regarding the student's success. In addition, the school counselor is always available to assist with the academic, social, and emotional well-being of any student at Mt. Olive High School. Juniors and their parents/guardians are invited to schedule meetings in the spring to review high school graduation requirements and to discuss college & potential careers after graduation. **Participation in this important conference is strongly encouraged.** For more information on parent/teacher conferences, please call the Guidance Counseling Center at 973-927-2208 x 7300 to speak to the school counselor.

GRADUATION REQUIREMENTS

All students must earn 135 credits to graduate	
Full-year courses	5 credits
Semester courses	2-1/2 credits

Grade Placement
Grade 10: 30 credits
Grade 11: 60 credits
Grade 12: 95 credits

Required courses for all students:	
Language Arts Literacy	20 credits
PE/Health	20 credits
Mathematics	15 credits
Science	15 credits
United States History	10 credits
World Culture/World History	5 credits
World Language	5 credits
Visual or Performing Arts	5 credits
21st Century Life and Careers, or Career-Technical Education (Practical Arts)	5 credits
Financial, Economic, Business, and Entrepreneurial Literacy (Financial Literacy)	2.5 credits

Additional graduation requirements:

- Many four year colleges require students to have taken 2 consecutive years of a World Language, at a minimum. Students planning to continue their education at four year colleges are strongly encouraged to complete a minimum of 10 credits in the same World Language and to check requirements at colleges of interest.
- All students must enroll in a combination of a full year of Math and/or Science or an AP class or AFJROTC during their senior year.
- All students must be enrolled in at least 35 credits each of their four years.

New Jersey High School Graduation Assessment Requirements : NJGPA - New Jersey Graduation Proficiency Assessment

SCHEDULING

COURSE SELECTION AND COLLEGE ADMISSIONS/CAREER READINESS

In order to ensure consideration by a college admissions committee and to be best prepared to enter the workforce, students should begin planning in the eighth grade by giving serious consideration to course selections in high school. College candidates are evaluated for admission not only in terms of grades achieved, but also with respect to the strength of the academic program undertaken. This is also true for those who plan on entering the military, going to trade school, or directly entering the workforce. Therefore, every student should take the strongest possible academic program available within his or her personal limitations during all four years of high school. A rigorous secondary school preparation remains the best means by which you can be assured of maximizing the benefits to be derived from a challenging education.

PLEASE NOTE THAT PERFORMANCE ON THE HIGH SCHOOL TRANSCRIPT, RATHER THAN POTENTIAL, IS STILL THE MOST IMPORTANT INDICATOR USED BY COLLEGES IN THE SELECTION PROCESS! Each college has its own admission requirements and sets its own priorities. When you apply to college, the admissions office collects information to consider as it makes a decision about you.

The main areas considered for college admissions are:

- Strength of Academic Record and Cumulative GPA
- SAT or ACT Test Scores
- Class Standing
- Teacher and Counselor Recommendations
- Admission Essay
- Athletics, Extra-curricular Activities and Unique Talents of the Applicant

LEVEL PLACEMENT INTO COURSES

All students are encouraged to strive to maintain academic excellence. This Program of Studies contains brief summaries of each course with notations about credits, length, pre-requisites and content. Students are encouraged to speak to the department teachers and school counselors about course content if they have questions about a particular subject area or level of placement.

- **Ultimately, parents will have the ability to meet with the HS Vice Principal for Student Services to override their student's level placement or teacher recommendation.**
- Level placement will be decided by the student's current performance in academic classes. Students who desire to enter into an honors or AP level class must meet the prerequisite criteria in order to enroll in the program.
- In order to move up a level (General to CP, CP to Honors/AP), a student should have a grade of an A in the current level course OR be recommended by their current teacher.
- Students who are currently enrolled in an honors level class must maintain a 75% average

or higher to re-enroll in an honors level course without a teacher's recommendation.

- Students may not jump from CP to AP if the discipline has an honors level offering without a teacher recommendation AND administrative approval.
- Students who do not meet the performance criteria at the time of scheduling may petition to be re-evaluated at the end of the school year should their grades improve by the end of the course. Students who want to appeal their placement level should see their school counselor to set up an appointment with the Vice Principal for Student Services.
- Students who academically enter into an Honors/AP program during scheduling and do not maintain their grades may be removed and placed in a lower level class at the end of the school year if the teacher recommendation does not stand.

PRACTICE REGARDING SCHEDULE CHANGES

The process of selecting an academic program is one in which many people are involved and which requires several months of preparation and consultation. Student course selections should be made after serious deliberation among the student, parents/guardians, teacher recommendation and counselor.

All students must select a minimum of 35 credits. Although we will do our best to assist all students in making their schedules fit their needs, please understand that due to the complexity of the master schedule, it may not be possible to make all requested student schedule adjustments; therefore, it is essential that the original selections be given careful and thoughtful consideration.

We will, however, make all necessary schedule **corrections** for **courses needed to meet graduation requirements, correction of school-based errors, summer school involvement, or students going into a shared-time program (Vo-Tech or Challenger).**

Departmental level changes may take place after consultation with the student, parent, teacher, counselor and administration. Level changes requested after the published scheduling deadlines for the following academic year will be accommodated on a space available basis.

PRACTICE FOR ADDING/DROPPING A COURSE

There is a published ADD/DROP in the summer time and at the beginning of every semester. Students requesting to add or drop a course from their schedule must consult with their school counselor and submit the appropriate paperwork to have their request reviewed, during the published time period. A student may drop a course and pick up a study hall provided he or she is still scheduled for 35 credits, has the permission of the parent/guardian and has consulted with his or her assigned counselor. In the case of a level change or an elective change, the grade follows the student to the new class. All level changes MUST have administrative approval and be completed by the end of the first marking period.

A student who does drop a class after the published ADD/DROP period is considered to have withdrawn from the class. The student's transcript will show the course that has been withdrawn and will have all marks issued calculated, at the weight of the class, into the student's GPA.

PROGRAM INFORMATION

In addition to the typical programs offered, MOHS provides specialized programs designed to meet the unique needs of each student.

SPECIALIZED PROGRAMS

THE AP PROGRAM OF THE COLLEGE BOARD

The Advanced Placement (AP) Program of the College Board enables students to complete college level studies while in high school. The primary goals of the AP Program are to enrich the secondary school experience of students ready to apply themselves to college level courses and to provide the means by which colleges *may* grant credit, or placement, or both, to students with satisfactory AP test scores.

AP courses are designed to meet the needs of the student who desires the challenge of college level work. AP courses make substantial academic demands on students. Students are required to do considerable reading and other related assignments to demonstrate the analytical skills and writing ability of first year students in a demanding college program.

AP courses encourage critical thinking and creative thought, fine tune analytical skills, develop reasoning ability and emphasize the use of independent study. Students also acquire sophisticated academic skills and increased self-confidence during the experience. AP courses provide strong preparation for post-secondary educational opportunities and can contribute to a smoother transition from high school to college.

DUAL ENROLLMENT

Dual enrollment allows high school students to take college classes while they are still enrolled in high school. These classes count for both high school and college credit. High school students who complete dual enrollment classes generally take fewer classes in college and save money on total college costs. If you are interested in one of these programs please contact your counselor.

Mount Olive School District and Seton Hall University Project Acceleration Agreement

Mount Olive High School Course	Seton Hall Equivalent - Credits
AP Studio Art and Design - Drawing Portfolio	Drawing I - 3 credits
AP Studio Art and Design- 3D Design Portfolio	Sculpture - 3 credits
AP Studio Art and Design - 2D Design Portfolio	2-D Design and Color - 3 credits
AP Environmental Science	Introduction to Environmental Studies - 3 credits
AP Music Theory	Theory of Music I - 4 credits

AP Spanish	Intermediate Spanish I - 3 credits
Advanced Studio Production–Marauder Madness (TV 3)	Introduction to Visual Theory - 3 credits
MOTV Career Pathways/Independent Study (TV 4)	Television Production 1 - 3 credits

Mount Olive School District and Kean University

Mount Olive High School Course	Kean University Equivalent - Credits
History of the Holocaust	Teaching the Holocaust - 3 credits

Mount Olive School District and Fairleigh Dickinson University Middle College Agreement

Mount Olive High School Course	Fairleigh Dickinson Course - Credits
Accounting II Honors	Intro to Managerial Accounting - 3 credits
AP Economics - Macro/Micro	Intro to Macroeconomics - 3 credits Intro to Microeconomics - 3 credits
Advanced Studio Production–Marauder Madness (TV 3)	Broadcast News - 3 credits
MOTV Career Pathways/Independent Study (TV 4)	Television Studio Production - 3 credits
AP Spanish	Intermediate Spanish II - 3 credits

CHALLENGER

This program affords high school students the opportunity to take college courses at County College of Morris each semester. Students must submit a completed Challenger Application and application fee to the CCM Admissions Office. In addition, all students must take the college's basic skills test (Accuplacer) or submit SAT/ACT/PARCC scores in order to be exempt from the placement test. Tuition for the college courses is the responsibility of the student. Two options listed below are available for our students.

Seniors may be enrolled in the high school for morning classes while taking college-level classes in the afternoon or evening. Qualified seniors must be on track for graduation. Two college courses (six college credits) must be taken each semester at County College of Morris.

Permission to participate from the MOHS Guidance Office and CCM must be secured before the start of the school year.

Students of any grade level who are enrolled in a full schedule of courses at Mount Olive High School may enroll in CCM courses. The courses may be taken during after-school hours or during the summer provided they meet the County College of Morris's Challenger Program admission requirements. To obtain more information, visit the County College of Morris.

INDEPENDENT STUDY

Seniors who have exhausted the course offerings in a given area of study may wish to enter into individual Independent Study agreements with certain instructors. Typically offered in the Fine or Practical Arts, Independent Study allows the senior to participate in an advanced level class with an individualized curriculum allowing for the expansion and development of advanced skills. Eligibility for Independent Study is established on a case-by-case basis through consultation with the student, instructor, counselor and administrative approval. Seniors approved for Independent Study must complete an Independent Study Agreement. This Agreement outlines the senior's Individual Advanced Proficiency Goals and their method of assessment by the instructor responsible for the Independent Study. Students are not allowed to have a study hall and Independent Study without administrative approval. Independent Study Programs are graded on a PASS/FAIL basis and are not calculated into the students GPA. Please contact your school counselor for more information.

SEAL OF BILITERACY

A State Seal of Biliteracy is an award given by a school district in recognition of students who have studied and attained proficiency in two or more languages by high school graduation.

Students must:

- Demonstrate proficiency in English by meeting English Language Arts graduation requirements or attain the appropriate cut score on the ACCESS for ELLs assessment in the case of English Language Learners.
- Demonstrate a linguistic proficiency level of at least INTERMEDIATE-MID according to the American Council on the Teaching of Foreign Languages (ACTFL).
- Students will take a test at the High School to demonstrate proficiency in the second or third language.

VOCATIONAL COURSES / SHARED TIME PROGRAM

The Morris County Vocational School District (MCVSD) offers Career and Technical Education (CTE) programs for Morris County high school students. The Shared Time Programs provide half-day specialized career and technical education training as part of a student's junior and/or senior year high school program. The programs are designed to prepare students for career-related employment and post-secondary placement.

Shared-Time Programs

- Allied Health
- Auto Body & Collision Repair
- Auto Service Technology
- Carpentry
- Culinary Arts & Hospitality
- Cosmetology
- Criminal Justice
- Cybersecurity & Information Protection
- Electrical Trades
- Engineering, Design & Advanced Manufacturing
- Exercise Science
- Fundamentals of Building & Grounds Maintenance
- Fundamentals of Food Services
- Plumbing & Pipefitting
- Welding Technologies

Each of the Shared Time CTE programs has a focused 2-year curriculum in the respective career area. The programs are guided by Advisory Councils which consist of business and industry partners, representatives from post-secondary institutions, students, parents and other important stakeholders. The Shared Time CTE programs offer opportunities for students to earn industry-recognized credentials which can lead to employment while also preparing students to succeed in a variety of post-secondary education options.

HONOR CODE

Mount Olive High School, as a learning institution, must strive to uphold and teach the highest standards. Honesty and integrity must be the guidelines for all academic achievement. Our school recognizes that dishonesty, including cheating and plagiarism, is unacceptable. Any act of dishonesty reflects upon the individual and affects the entire school community. All work, whether homework, lab reports, research papers, translations, or oral presentations, must be the student's own work, and the student should develop the habits of academic integrity that involve acknowledging one's sources and assistance received.

DEFINITION

Dishonesty shall include cheating in any form. It shall not be restricted to, but shall include the following:

A. Giving and receiving of answers in major or minor testing situations.
B. Copying or taking the work of others and claiming it as your own.
C. Plagiarizing or submitting non-original work, reports, projects, oral presentations, term papers, etc.

PLAGIARISM is defined as the act of intentionally appropriating and giving out as one's own the literary or artistic work of another. Whether the individual gives or receives information, he/she is guilty of a dishonest act and has put in jeopardy both his/her reputation and academic standing.

Students who store school assignments on computers must take responsibility for the security of their own work. Allowing or providing the opportunity for other students to access one's personal computer files containing school work will be construed as enabling cheating to occur.

When the teacher or administrator has determined that cheating has occurred, they will discuss the incident with the student and review the school policy. The teacher will then contact the student's parent or guardian. Students will receive consequences per the Mount Olive Township School District Code of Conduct. Students with repeated cheating violations will face additional disciplinary action including but not limited to loss of credit.

Students who receive consequences for a violation relating to academic integrity may be precluded or removed from an Honor Society.

RESPONSIBILITY REGARDING ALL FORMS OF CHEATING

The Administration

- Shall communicate this regulation to all teachers, parents, and students.
- Shall provide an atmosphere of support for all concerned so that the provisions of this policy will be fairly and consistently enforced.
- Assign disciplinary action as appropriate.

The Teacher

- Shall review with each class the school standards at the beginning of each school year/or semester.
- Shall inform students who are apprehended in the act of cheating that they will be given a permanent grade of zero (0) for the test, quiz, homework, lab report, research paper, translation, oral presentation, or other material for which the cheating occurred.
- Shall maintain a copy of the paper, quiz, etc. for the remainder of the school year, after which it will be expunged from the student's file.
- Shall immediately report the incident to the individual student's guidance counselor and administrator.

The Guidance Counselor

- Shall discuss the matter with the student and, if appropriate, offer a support system.
- Shall immediately inform his/her parents of the implications of this offense.
- Shall immediately notify the faculty advisors of any National Honor Society if the student is either a member or eligible for.

WEIGHTED GRADE POINT AVERAGE AND RELATIVE STUDENT STANDING

The Board of Education acknowledges the usefulness of a system of computing grade point averages and class ranking for secondary school graduates, both to inform pupils of their relative academic placement among their peers and to provide pupils, prospective employers, and/or institutions of higher learning with a predictive device so that each pupil is more likely to be placed in an environment conducive to success.

It is important for all students to become familiar with the method by which the calculation and reporting of relative student standing is performed; it is an important tool used by colleges and employers to evaluate a student's progress in high school.

Elements included in Student Standing

- Student standing will be computed for all students and is based upon coursework completed only at MOHS.
- Every course a student takes will count in the calculation of student standing.
- Every existing course, and any new course adopted by the Board of Education in the future, will be weighted according to four categories: Advanced Placement, Honors, College Preparatory, or General.
- Student standing will be computed at the end of each academic year for grades 9 – 11 and at the end of the third quarter for grade 12, for the purpose of identifying the class valedictorian and salutatorian.
- To be included in the calculation in student standing, a student must have completed at least five semesters at MOHS.
- Student standing will be determined based upon marking period grades, midterm exams, and final exams if given.
- The letter grades earned will carry assigned GPA weights according to the table below:

Alpha Grade	Numeric Grade	AP	Honors	CP	General
A+	100-98	5.33	4.83	4.33	3.83
A	97-93	5.00	4.50	4.00	3.50
A-	92-90	4.67	4.17	3.67	3.17
B+	89-87	4.33	3.83	3.33	2.83
B	86-83	4.00	3.50	3.00	2.50
B-	82-80	3.67	3.17	2.67	2.17

C+	79-77	3.33	2.83	2.33	1.83
C	76-73	3.00	2.50	2.00	1.50
C-	72-70	2.67	2.17	1.67	1.17
F	Below 70	0.00	0.00	0.00	0.00
P		3.00	2.50	2.00	1.50

Calculation of Student Standing

- The weighted GPA value for each mark included in the calculation of student standing will be totaled and divided by the number of grades included to yield the student's weighted GPA. Weighted GPA will be arranged in descending order to determine a student's standing relative to the class.
- A student who withdraws (either passing or failing) from a class will have all marks issued calculated at the weight of the class.
- Formula: **Weighted GPA value for each mark/Number of marks issued = Student weighted GPA**

Reporting of Student Standing

- The student's weighted GPA will be posted on the transcript annually.
- Student standing based on the calculation of weighted GPA will be reported in decile groupings.
- For grade 12, individual standing will be reported for the class valedictorian and salutatorian.
- For the purposes of scholarships or awards, individual standing can be reported directly to the institution upon request.

GRADING

REPORT CARDS

Report cards are issued electronically on a quarterly basis during the school year. Grades are reported as letters as follows:

Grade	Description	Numerical
A+	Excellent	98-100
A		93-97
A-		90-92
B+		87-89
B	Good	83-86
B-		80-82

C+		77-79
C	Average	73-76
C-		70-72
F	Failure	Below 70

I – Incomplete: P – Pass; AU – Audit; NC – No Credit/Excessive Absenteeism; W-Withdrawal

To determine final grade, the numeric values of each quarter grade (midterm and the final exam grades, if they are given) are added to arrive at total numeric points. This total is then divided by the number of grades issued to arrive at the final grade for the year.

FAILING GRADES

In order to encourage students to maintain a consistent, strong effort throughout the academic year, Mount Olive has adopted a differentiated policy with regard to failing grades. This policy is designed to uphold the integrity of our final examination process, keep students working hard for the entire duration of the school year, and still provide safety nets, specifically for the first half of the course. This approach supports the philosophy of challenging students to perform their best at all times.

Full year courses:

- The minimum value of an "F" grade will be a 55 for the first and second marking periods in a full-year course.
- For the third and fourth marking periods (and midterm and final exams, if they are given), students will receive the grades that they earn (for example, a 52 average will be recorded as a 52 for the marking period or exam).

Semester courses:

- The minimum value of an "F" grade will be a 55 for the first marking period in a semester course.
- For the second marking period and the final exam, students will receive the grades that they earn.

FOURTH QUARTERLY/FINAL EXAM EXEMPTION PRACTICE (IF GIVEN)

- Seniors are the only students eligible for fourth quarter exam exemptions.
- The student must have a minimum of an A- average.
- AP students who have a final average of B or above may be exempt if they sit for the AP Exam.

STUDENT RECOGNITIONS AND NATIONAL HONOR SOCIETY

HONOR ROLL

To be eligible for the honor roll, a student must carry a minimum of six equivalent full-year courses per marking period.

- **High Honor Roll** – one B (+/-) allowed, with all other grades "A-" or higher
- **Honor Roll** – All grades "B-" or higher

RENAISSANCE AWARD PROGRAM

Each year, students who have demonstrated consistent academic achievement throughout the year are recognized at the Annual Renaissance Award Program. To be eligible for recognition, a student's unweighted GPA is calculated based on the grades issued for each course for each marking period. The student who attains an unweighted GPA of a 3.5 or higher, with no individual grade lower than a B- and no grades of Incomplete, is eligible.

RENAISSANCE STUDENT OF THE YEAR

Any senior who has been a Renaissance student during his/her four years at MOHS is eligible to be selected for this award.

- An engraved award.
- Honored and recognized at the Senior Awards Ceremony or Student Achievement Night.

NATIONAL HONOR SOCIETY

The recognition of a student as a member of The National Honor Society is an honor accorded by the faculty of a school to junior and senior students. Students are selected for membership by a faculty committee in accordance with national regulations, which consist of demonstrated excellence in Academics, Character, Service and Leadership. The requirements necessary to become a member of the National Honor Society are as follows:

- Academically, a student (Class of 2024) who has a weighted grade point average of 3.5 or higher is deemed eligible for consideration. A student (Class of 2025 and thereafter) who has a weighted grade point average of 3.75 or higher is deemed eligible for consideration. Candidates shall then be evaluated on the basis of service, leadership, and character.
- In the area of character, a student should consistently follow all rules, set an exemplary standard of behavior and be above reproach in honesty and integrity.
- The standard of service necessitates involvement in school and/or community activities voluntarily and consistently without remuneration. The National Honor Society member is expected to become involved in the chapter's annual service projects. Students who do not actively participate in service projects may be removed from the National Honor Society.
- The leadership standard is not restricted to holders of formal leadership titles nor does holding a title guarantee membership in the National Honor society. Students must identify group activities in which their verifiable participation and involvement serve to demonstrate their leadership capabilities.

DISSECTION OPT-OUT

Science Department

***Dissection Opt-Out Law* - P.L. 2005, Chapter 266 (C.18A: 35 - 4.24 & C.18A: 35 - 4.25)**

January 5, 2006 (effective)

https://www.nj.gov/education/standards/science/Index.shtml

"Public school pupils from K – 12 may refuse to dissect, vivisect, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of a course of instruction and requires the schools to provide alternative education projects for those students who choose to "opt-out" of these activities."

Procedure

- Mount Olive Public Schools are required to notify pupils and their parents or guardians at the beginning of the school year of the student's right to refuse to dissect, vivisect, incubate, capture, harm, or destroy organisms. Parents or guardians are then required to inform the school, within two weeks of the receipt of the notification, of their desire to exempt their child from participation in the stated activities.
- Mount Olive Public Schools will provide information about the pupil's right not to participate and the parent's responsibilities on the District Website, Parent and Student Handbook/Agendas, School Newsletters, and in Course Descriptions or the Course Syllabus.
- The process is to "opt-out" not "opt-in"; therefore, the parent/guardian must notify the school in writing within two weeks of notification. **(POLICY AND OPT-OUT FORMS WILL BE DISTRIBUTED IN CLASS.)**

Acceptable Alternatives

Videos, models, computer programs, books, and other manipulatives will be used to teach the knowledge and skills required by the course of study. The teacher and student will document clear learning objectives and expectations for the alternative project before the student begins.

Student's Grade

Students' grades may not be affected by their decision not to participate in the lab experience. Their grades may be impacted only if they do not master the agreed-upon learning objectives and expectations.

STUDENT CODE OF CONDUCT

The student code of conduct can be found here. At the beginning of each school year, students and parents will be asked to read and review the information listed in the Code of Conduct and sign off to acknowledge their understanding of the rules, procedures, policies, and regulations governing Mount Olive High School.

Our schools reinforce the important community values of dependability, honesty, participation, respect, self-reliance, trust and acceptance. Every student has a right to:

- *Feel safe at their school.*
- *Be treated with respect and courtesy.*
- *Learn without disruption.*
- *Attend school and each class every day.*

In addition, we endorse the right of teachers to feel safe in their classrooms and to be able to teach without disruptions. There can be no doubt that the behavior of some students prevents teachers and others in their classes from getting the full benefit of our instructional programs.

Well-behaved students should not be penalized by this misbehavior. Therefore, there is **Zero Tolerance** for the following actions:

- ***Distribution/Intent to distribute drugs – anywhere***
- ***Assault of a school staff member***
- ***Assault of a student***
- ***Possession of a weapon***
- ***Making a bomb threat or false fire alarm***

Anyone committing these actions will be suspended immediately and referred to the Superintendent for a Board of Education hearing with a recommendation for action up to and including expulsion. Based on the recommendation of the administration and the facts of the case, the Board will vote on disciplinary action.

In addition, our tolerance for repeated misbehavior has been lowered. Students who commit two of any combination of the following offenses (or sooner at the discretion of the principal) will be suspended immediately and referred to the Superintendent:

- ***Fighting***
- ***Continued willful disobedience***
- ***Theft or extortion***
- ***Vandalism – including graffiti***
- ***Threats and intimidation***
- ***Possession and/or use of illegal substances, including tobacco/tobacco products, e-cigarettes, vaping devices and alcohol/alcohol products.***

Based on the recommendation of the administration and the facts of the case, **the matter may be referred to the Board of Education for a hearing that can result in expulsion from the school district.**

We need your help to help students improve the way they behave in school and we welcome any comments you may have. But, let there be no misunderstanding. We are intent upon enforcing a higher standard of student behavior and we will strictly enforce these higher standards.

The Superintendent shall develop and publish rules governing pupil conduct that reasonably relate to the maintenance of a school environment conducive to high levels of student learning and to the protection of members of the school community; rules must not discriminate against nor demean pupils nor violate the rights of any pupil. Sanctions for the violations of rules must relate in kind and degree to the infraction and help pupils learn to take responsibility for their conduct. Sanctions may not impose an academic punishment greater than that imposed by the misconduct itself. Corporal punishment will never be utilized.

Any student who makes a threat (verbal or written) of physical violence against another student, staff member or their property will be immediately suspended and may need psychiatric clearance prior to returning to school to make sure they are not a threat to themselves or others.
We count on all of you to help us emphasize values in our schools.

ALL RULES ARE IN EFFECT DURING THE SCHOOL DAY AND FOR ALL SCHOOL-SPONSORED EVENTS AND ACTIVITIES. STUDENTS MAY ALSO BE DISCIPLINED FOR OFF-CAMPUS CONDUCT THAT SUBSTANTIALLY AND MATERIALLY DISRUPTS SCHOOL OPERATIONS.

****The cell phone and electronic device policies may be amended by the teacher in charge of the above events.**

Students will conduct themselves in an orderly and acceptable manner at all times. The standards of behavior that are exhibited by students in school, at other schools, and in the community reflect upon the reputation of the staff and the student body of Mount Olive High School. The administration reserves the right to take disciplinary action as a student's behavior warrants. In all cases, the administration will make the final determination as to the interpretation and application of the guidelines listed below.

All students at Mount Olive High School have the right to a thorough and efficient education. Every student has the responsibility to conduct themself in a manner that embodies the values of Mount Olive High School and enhances the educational atmosphere at Mount Olive High School.

The code of conduct is used as a guide for administrators. The administration has the authority to use discretion depending upon the severity and frequency of incidents. Consequences appear as Level 1-3 with the understanding that depending on the severity, the first offense may be consequenced at Level 3.

A major violation (out-of-school suspension, multiple suspensions, and/or police involvement) or repeated violations of the Code of Conduct and/or Attendance Policy may result in loss of the privileges to include, but not limited to:

- Attendance at Athletic Events
- Attendance at Extra-Curricular Events
- Field Trips
- Graduation Ceremony
- Junior and/or Senior Prom/School Dances
- Open Unit Lunch
- Parking on Campus
- Participation in Clubs/Athletics
- Removal from the Tomorrows Leader program
- Senior Events

The maintenance of discipline is a cooperative task between the home and the school. If difficulty occurs with an individual pupil, we will first try to find the cause of the problem. Many times, the underlying cause of the problem is minor and can be remedied without parental involvement. In more serious cases requiring disciplinary action, parents will be contacted immediately to help work out a solution. Suspension from school may occur if deliberate acts of a pupil cause injury to the health, morals, or welfare of others; if there is a serious violation of school regulations; or if the conduct of the pupil interferes with the education of other pupils in the classroom. In the event of a suspension, the student may not return to school until the parents have met with a building administration for a re-entry meeting. Students who are suspended from school will not be allowed to participate in after-school activities and/or privileges that include, but are not limited to athletic games and practices (fan or participant), extracurricular activities and meetings, dances/proms, field trips, graduation, etc. When students have demonstrated positive behavior within the school and their efforts and behavior have made a positive impact on the school community, they may receive acknowledgments in a variety of ways.

APPEALS - DUE PROCESS

Board of Education policy 5610 provides specific information to parents/students regarding the appeal process.

STUDENT DISCIPLINE CONSEQUENCES

TEACHER ASSIGNED DETENTION

Teachers will use teacher-assigned detention as a first step in deterring discipline problems, rather than referring a student immediately to the Vice Principal. When a teacher assigns a student to a teacher detention, it will be based on the written policy in the Faculty Manual. If a student cuts a teacher detention, he/she will receive an administrative detention issued by the Vice Principal. Students kept after school by a teacher will be provided transportation at 4:30 p.m., on the late bus.

LUNCH DETENTION

Lunch detentions are used to deter improper behavior during lunch and as an alternative disciplinary consequence. A student who cuts lunch detention will be assigned two lunch detentions. If they cut the double lunch detention, they will be assigned one day of ACE, as well as being required to make up the detentions that were cut. A student who is removed from Lunch Detention for behavior reasons will be assigned one day of Out-of-School Suspension.

ADMINISTRATIVE DETENTION

Administrators at the high school may assign administrative detention as an early deterrent to unacceptable student behaviors. Students kept after school for administrative detention will be provided transportation at 4:30 p.m. If a student cuts administrative detention, they will receive double (2) Administrative Detentions. If a student cuts either of these detentions, they will be assigned a day of ACE, as well as being required to make up any detentions he/she may have cut. A student who is removed from Administrative Detention for behavioral reasons will be assigned one day of Out-of-School Suspension. Cell phones are not to be used or visible in Administrative Detention, and their use will result in one day of ACE and removal from the administrative detention. The same is true for electronic devices.

Administrative Detention will not be changed to lunch detention unless a student has early dismissal from school on a regular basis - VoTech, Challenger Program etc.

ALTERNATE CLASSROOM ENVIRONMENT (ACE) PROGRAM

This program helps reduce the number of Out-of-School Suspensions and allows the student to receive remediation in school while simultaneously being disciplined for unacceptable behaviors. They will remain in the ACE area for the entire duration of their suspension (including lunch) and are required to obtain assignments from their classroom teachers prior to reporting to ACE. The rules and regulations for ACE are as follows:

- ***Students must be prepared with books and a completed ACE worksheet detailing assignments; if not prepared, an additional day of ACE will be assigned. Unprepared students will return to class and must make up 2 days in place of the one missed.***

- Students are required to do their work and to be respectful to the ACE instructor. They are not permitted to use their phones, talk, sleep, or eat (other than during unit lunch).
- Students will be allowed one supervised break in the morning and one in the afternoon.
- Students breaking any rules will get only one warning from the ACE supervisor, and then, upon the second violation, students will be sent to an administrator for a consequence. Upon the third violation, the student will be removed from ACE, sent home as a cumulative absence for non-participation, and repeat the ACE the following day.
- Students arriving late to school will be rescheduled. Students present in TAG and assigned ACE and not in the room by the beginning of the first block will have a day of ACE added.
- Students refusing to go to ACE will be automatically suspended from school.
- Students will be escorted by the ACE instructor to the cafeteria 10 minutes before the end of the 3rd-morning block to buy lunch. They eat lunch in the Lunch Detention room during the unit lunch period.

OUT-OF-SCHOOL SUSPENSION

When the administration has exhausted all normal means of modifying the behavior of a student who regularly ignores school rules and regulations, or when a student is involved in misconduct of a serious nature, the student will be suspended from normal school activities, including classes, extracurricular activities, school social events, etc. Also, a parent conference is required for a student to re-enter school after an Out-of-School Suspension has been issued.

COMMUNITY SERVICE

Certain disciplinary actions may be resolved, with administrative approval and parental consent, through community service. Community service may include but is not limited to, work by the student to clean, repair, beautify or better the school environment.

ELIGIBILITY FOR SUMMER SCHOOL

To be eligible for summer school a student must remain in the class and sit for all required assessments even if they have lost credit because of attendance or has failed the class. Students removed from class for cutting or for disciplinary reasons (administrative failure) may not take that class in summer school.

DISCIPLINARY CONSEQUENCES

In several sections of the student handbook, it is noted that the student will face "disciplinary action" when the student is in violation of certain school rules and regulations. So that all students are treated in a consistent manner, the guidelines on the following pages have been adopted as the disciplinary practices to be used at Mount Olive High School. Please note that these are guidelines only which may be deviated from based upon the facts and circumstances of each case.

DRESS CODE

School is a place of learning and students are expected to dress appropriately. Wearing hats, hoods, and any other head covering (except for religious purposes) is prohibited as this impedes our ability to identify students. It is simply a safety and security protocol. Clothing that is made to be worn as underwear, beach attire or pajamas may not be worn in school. Bare midriffs, backless garments, see-through clothes, clothing that advertise illegal substances or with inappropriate meanings or profanity, will not be allowed in school.

BUS REGULATIONS

When a student rides the bus, they should realize that this is a privilege. The privilege imposes certain responsibilities on the part of the student. The following rules are devised for the safety of all who ride the bus:

- There will be NO SMOKING OR VAPING (this includes possession of paraphernalia) OR DRINKING OR EATING on school buses.
- Students will conduct themselves in an orderly manner. Courtesy to others and respect for the law and property are expected.
- Students will keep arms and legs inside the bus windows.
- The bus driver has designated stops. Students should NOT ask the driver to make any special stops.
- Distracting the driver endangers the lives of all the students on the bus. There will be no shouting, singing, or loud noise.
- Students are under the authority of the school while riding a school bus.
- STUDENTS ARE TO RIDE ONLY THE BUS TO WHICH THEY ARE ASSIGNED. Students are not permitted to take a different bus because it goes by a friend's house, their employer, shopping center, etc. Consideration for a change of bus route will only be given for reasons of medical incapacitation or physical change of residence. Riding a different bus to work on a school project with another student requires documentation from the teacher.
- Disregarding any of the above rules could result in the suspension of the student's bus privileges.

DRIVING AND PARKING PRIVILEGES

Seniors who wish to drive to school are assigned a parking spot based on a lottery. Seniors are eligible to enter into the lottery if they already have their Driver's License or targeted license date is no later than December 1 of their Senior Year. Students receiving their license after December 1 of their Senior Year may request to be placed on a waiting list.

Any student who accumulates ten lates to school, ten referrals or is requested to meet with the superintendent in any academic year, will be ineligible for the parking lottery for on-campus parking during their senior year. Students who are not in good standing will have driving/parking privileges suspended and will not be eligible for unit lunch dismissal in accordance with our Student Code of Conduct and Student Expectations.

The following rules apply:

- Vehicles must be registered in the name of the student or family member. Students cannot register a friend's car.
- The parking decal must be displayed on the Driver's side back window. Violation of this will result in loss of privilege.
- Students are only permitted to park in the student parking lot. Parking in an unauthorized area or on any yellow lines will result in loss of privilege.
- A cumulative six late/tardy to school incidents may result in loss of privilege.
- Driving fast or dangerously will result in loss of privilege.
- Allowing any underclassman to drive your car (unless approved by an administrator) will result in loss of privilege.
- You are not allowed to give or loan your spot to another student.
- Leaving school property without permission will result in loss of privilege.
- If a student receives a full day of ACE or is assigned OSS his/her parking privilege will be suspended.
- ***Cars parked on campus are subject to search if a reasonable suspicion exists that the search will uncover evidence of illegal activity or infraction of school rules.***
- Parking fees must be paid as assigned by the Board of Education.

FIRE & SCHOOL SECURITY DRILLS

The school shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, and shall require all teachers to keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill.

When the alarm sounds to signify a fire drill, everyone in the building must leave by assigned exits. Students are to remain calm, quiet, and orderly and stay with their class. Teachers are to follow the procedures set forth in the Evacuation Folder (lights out, windows closed, doors closed, etc.) Attendance will be taken and collected. Fire drills during the passing of classes will revert to the Evacuation Plan. Evacuation drills will be reviewed with the students annually. Students who do not follow these procedures may be subject to disciplinary actions. Hats are not permitted during fire drills.

DAILY SCHOOL OPERATIONS

STUDENT AND STAFF PHOTO ID CARDS AND LANYARDS

Students and staff will be given photo ID cards at the beginning of the school year. ***All students and staff must clearly display the identification card/lanyard (around neck) on their person at all times.*** These will be useful in making student identification easy for security purposes, as well as extracurricular activities, including dances, athletic events, and throughout the community. The student ID card will be required for admission to the Library, Attendance Office, Nurses' Office and the Writing Center. Students will use their cards to enter the designated bathroom facilities daily. Students are not permitted to share their cards with others. **The cost for replacement is $5**.

PASSES

Students who need to leave the room during a scheduled class must have their Photo ID card/lanyards with them at all times. Students must be provided a pass from their teacher to leave and promptly return.

PASSING PERIODS (TIME BETWEEN CLASSES)

During the changing of classes, students will be courteous and orderly in the halls, stairwells, etc. Classroom teachers will supervise the halls between classes, and refer disruptive students to the Vice Principal. It is each student's personal responsibility to arrive at class on time. Students are not allowed to loiter in bathrooms, lobby areas or congested areas in the hallways during the change of classes.

PERSONAL PHONE CALLS/DELIVERIES

Messages may only be taken from parents for emergencies. Students will be called down to the Guidance Office between periods and be given the message that a parent should be contacted. No messages will be given during class time since this would disrupt classroom instruction. Parents should realize that it is the student's responsibility both to listen to the announcements and to report to the Guidance Office to get the message to call a parent.

Personal deliveries of presents, flowers and balloons, or food from outside vendors, for students will not be accepted by the Visitor's Center. Only educational materials, lunch and athletic equipment can be dropped off at the Visitor's Center. Please remember that locating students and disrupting classrooms present problems for the entire school staff. Announcements will only be made before lunch or at 2:20pm. If students are expecting a report, book etc. to be dropped off, they are responsible to check the Visitor Center for it.

VISITORS

All visitors must report to the Visitor's Center and show valid photo I.D. before a school visitor badge will be issued. There are **NO** student visitors allowed in the school during school hours. The Vice-Principal should be contacted in the case of any exception to this policy prior to the proposed visit. Any graduate wishing to visit with past instructors or counselors should call ahead to arrange to meet them after school hours before staff departure.

ALL Doors must be closed and secured at all times. Students must enter through the front doors of the high school building unless arranged by the administration. Students are not permitted to open doors for any visitors or students.

WORKING PAPERS

Students under 18 years of age, who are promised employment, must have working papers.
As of June 1, 2023, Working Papers for minors have gone digital. Minor workers, theiR caregivers, and employers all fill out their respective parts of our streamlined online application instead of using the old paper form.
New Jersey Working Papers Process

STUDY HALL

SENIORS - Must arrive for the regular start of the school day if Study Hall is scheduled for 1st Block and must stay for the duration of the school day if Study Hall is scheduled for the last block.

A study hall is a designated period of time during the school day when students are given the opportunity to work on their homework, review class materials, or engage in independent study. The purpose of a study hall is to provide students with a quiet and structured environment where they can focus on their academic tasks without the distractions that might be present in a regular classroom or at home.

The key purposes of a study hall include:

- *Homework Completion*: Study halls offer students a dedicated time to complete assignments, review notes, and study for upcoming tests or quizzes. This can help them manage their workload and stay on top of their academic responsibilities.
- *Focused Learning*: The quiet and controlled environment of a study hall can aid students in concentrating on their studies without the interruptions that might occur in a regular classroom or at home.
- *Time Management*: Study halls teach students important time management skills. They learn to allocate time for different subjects, prioritize tasks, and develop strategies for efficient studying.
- *Supervised Study*: In some cases, study halls are supervised by teachers or proctors who can provide assistance if students have questions or need clarification on their assignments.

- *Preparation for Assessments/Projects*: Study halls can be especially valuable before tests or exams, allowing students to engage in focused review and reinforcement of the material.
- *Reduced Distractions*: By providing a controlled environment, study halls minimize distractions from electronic devices, social interactions, and other potential interruptions, helping students stay on track.
- *Development of Independent Learning Skills*: Study halls encourage students to take responsibility for their own learning, promoting independence and self-discipline.
- *Additional Study Time*: For students with busy schedules, study halls offer an extra period during the day for studying, which can be particularly beneficial for those involved in extracurricular activities.

All study halls are expected to be silent studies. There is **NO** card playing, displaying of dice, eating, drinking or personal stereo use permitted in study halls at any time. ***There is no card playing or displaying of dice permitted in the building at any time.***

A Study Hall is an assigned class and students are expected to be present and on time. Students must report to their assigned Study Hall teacher, not another Study Hall teacher without permission. Failure to report to assigned Study Hall will result in disciplinary action. A pass is needed to leave Study Hall.

LIBRARY/MEDIA CENTER

Welcome to the Mount Olive High School Library! The Library is open for student use throughout the day including during TAG and Unit Lunch, and afterschool on Tuesdays, Wednesdays, and Thursdays. Please check the Library website for updated schedule information. All students have online access to Library resources through the MOHS Library website. All freshmen students receive library orientation at the beginning of the school year. Instruction in research skills and processes continues throughout a student's years at Mount Olive High School.

LIBRARY PASSES

All students using the Library must show their student I.D. and present their own, signed Agenda with the date, time, and teacher's name clearly written to the duty teacher at the sign-in desk upon entry. Students will also use their school ID card to check out materials. Students will be assigned a computer station when available. Scheduled classes using Library computers will have priority.

LIBRARY CONDUCT

The Library is for quiet study, reading, and research only. Any student who cannot utilize the Library with the idea of a quiet atmosphere in mind will be asked to leave the Library until such time as he/she can abide by this policy. The Librarian, library aide, or assigned duty teacher will

enforce this policy. No food or drinks are permitted in the Library at any time. The Library follows the MOHS Acceptable Use Policies regarding use of electronic devices. The MOHS Library follows all copyright policies, including electronic copyright policies, as per Board of Education Policy.

LOCATING MATERIALS

The Library has both print and electronic resources for student and faculty use. Resources at the Mount Olive High School Library may be accessed from the Library website. The MOHS Library uses an online integrated library system called *Destiny*. The system may be searched by keyword, author, title, or Sears subject heading. Electronic Reference via subscription databases is available for student and staff use through the MOHS Library website as well. **All databases have the same username and password: mountolive and mohs.** Please consult the Librarian for more information. Students may also access the Morris County Library system online at mopl.org. All MOHS students are entitled to a free Mount Olive Public Library card.

BORROWING GUIDELINES

- Students MUST provide a valid student ID in order to check out materials.
- Materials from the general collection may be borrowed for a four-week period with the option for renewal.
- The due date is stamped in the book as a reminder.
- Students MUST bring the material back for renewal. A new due date will be stamped in the book.
- All materials are to be returned during school hours in the return slot located in the front of the circulation desk and nowhere else.
- The student or faculty member who borrows library materials is responsible for returning them to the library. If anything is **lost or damaged** while checked out in either the student or faculty member's name **he/she is responsible** for paying the replacement cost(s) plus cataloging cost(s) for each item. Replacement cost(s) are at the cost to the library/media center at the time of replacement regardless of the cost printed on the material(s). The date stamped in the book or on the material is the First Notification. A Second Notification of Overdue Material will be sent. If materials are lost, the borrower will be required to pay the replacement cost(s) of the item plus cataloging cost(s). Library privileges will be revoked until all fines and/or materials are returned. Students must have returned all Library materials to take Final Exams.

STUDENT ATTENDANCE

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district to attend school regularly in accordance with the laws of the State.

School attendance is important for several reasons. First and foremost, regular attendance ensures that students receive consistent instruction and don't miss out on essential learning opportunities. It helps them build a strong foundation of knowledge and skills. Additionally, attending school regularly helps students develop important social and interpersonal skills by interacting with peers and teachers. It also teaches them responsibility, time management, and discipline, which are valuable life skills. Moreover, attendance is often linked to academic success, as students who attend regularly tend to perform better in their studies.

- Student Attendance Policy 5200
- In order to determine the nature of a student's absence from school, the Attendance Office will attempt to contact the student's parent/guardian by electronic phone call. A student's parent/guardian is required to call in student absences to the Attendance Office prior to 9:00 a.m. The attendance line operates 24 hours/day. Only a parent/guardian may phone in to report a student's absence from school. Students impersonating a parent/guardian will be subject to disciplinary action.
- Regarding chronic illnesses, parents should submit a doctor's note to the attendance office indicating the nature of the chronic illness and how it may affect a student's school attendance. The doctor's note should be filed with the school at the beginning of the school year or at such time when the chronic illness is identified. No student may receive a blanket excuse from an attendance policy without specific documentation for each incident.
- Participation in School Events (Interscholastic Athletics - Student Activities) - Students must be in attendance no later than the end of the second block (9:05 am) on the day of the event, or if a weekend event, the last day of school before the event. No student may participate in a program or event related to student activities or athletics who is absent on the above-mentioned days. More specific information will be outlined in the contract for the event or in the athletic policy.

DAILY ATTENDANCE:

- Submitted to the NJDOE for each day school is in session
- Students can either be "Present", "Absent", or "Not in Membership"
- The NJDOE recognizes five (5) allowable reasons to not be in membership:

    1. Religious Observances (N.J.A.C. 6A:32-8.3(h))
    2. "Take Our Children to Work Day"
    3. 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);
    4. The closure of a busing district prevents a student from having transportation to

the receiving school.

5. College Visits (maximum three (3) per year for grades 11 & 12 only)

• Travel days on either end of the visit are not excused.

• Daily attendance will be taken every day during 1st Block **AND** verified at the end of each day that the minimum requirements have been met.

• It is possible for students to be marked as "half day-present" if the student has not attended a minimum of four (4) instructional hours.

CLASS ATTENDANCE:

• Recorded in Realtime each class period by the teacher

• The student must be present for the whole class period to be marked 'present'

• Individual class attendance determines if the student earns credit in that course (in addition to passing the class academically)

• Credit may not be earned if a student exceeds 14 unexcused absences in a full-year course or 7 unexcused absences in a semester course

• All daily and class attendance can be viewed on Realtime. If you have specific questions about class attendance, please reach out to the teaching staff member.

If you have specific questions about ***daily attendance,*** please reach out to the corresponding Vice Principal.

UNEXPLAINED ABSENCES N.J.A.C. 6A:16-7.6

In accordance with N.J.A.C. 6A: **16-7.6**, in addition to the attendance policy for course credit as outlined in this student handbook, there are additional attendance requirements as follows:

- For up to four cumulative unexplained absences, the school shall a) make a reasonable attempt to notify the student's parents prior to the start of the following day; b) investigate the cause of the unexplained absence; c) develop an action plan designed to address patterns of unexplained absences and to return the child to regular attendance at school; d) contact DYFS if abuse or neglect is suspected; e) cooperate with law enforcement and other agencies, as appropriate.
- For between five and nine cumulative unexplained absences, the school shall a) make a reasonable attempt to notify the student's parents prior to the start of the following day; b) investigate the cause of the unexplained absence; c) evaluate the appropriateness of the action plan; d) revise the plan if needed and establish outcomes based upon student needs and necessary interventions.
- For cumulative unexplained absences of ten (10) or more, the school shall a) make a mandatory referral to the court; b) make a reasonable attempt to notify the parents of the mandatory referral; c) continue to consult with a parent and any involved agency to support the student's return to regular attendance; d) cooperate with law enforcement and

other agencies as appropriate; e) compel attendance at school in accordance with the statutory and administrative means available, including proceeding to court.

CUMULATIVE ABSENCES

Cumulative absences are recorded for full-day absences, absences from individual classes, class cutting, class lates, and truancy. Students are responsible for making up all work missed.

- A student will not be granted credit in a scheduled course after his/her cumulative absences exceed fourteen (14) absences (7) in a semester course). Students will remain in the scheduled course even after exceeding the limit noted above. Report cards will indicate grades earned in courses each marking period; however, report cards and the permanent records will also indicate "no credit-excessive absenteeism" for final grades.
- Illnesses are cumulative. Doctors' notes can be used in the appeals process.
- **Family vacations are not excused absences and teachers are not required to provide work for such circumstances.**
- Visiting sick relatives is considered a cumulative absence but may be used in the appeal process.
- Parents/guardians must make themselves aware of cumulative absences by checking Power School.

NON-CUMULATIVE ABSENCES

Certain extreme and unavoidable circumstances may prevent a student from attending school. The reasons listed below shall count as non-cumulative absences; however, all work missed must still be made up at the student's initiative. Non-cumulative absences will be allowed for:

- Death in the immediate family (mother, father, brother, sister, grandparent). A note is required upon return to school.
- Religious holidays, as recognized by the State Board of Education. **Notes must be submitted within 24 hours in advance of the absence**.
- Administrative reasons, field trips, extra-curricular activities, and special programs.
- 3 Days of College Visits per year, during Junior and Senior Years, with documentation on college letterhead.
- College Placement Tests scheduled by the college are excused with proper documentation from the college.
- Out-of-School Suspensions and In-School Suspensions.
- Take your child to work day.

Students are required to present documentation regarding non-cumulative absences to the Attendance Office for processing.

By state law all absences, both cumulative and non-cumulative, must be verified by either a doctor's note, a notice for a court appearance or by a parent note submitted to the Attendance Office upon the student's return to school. Although the parent notes do not excuse the absence, it is a means of verifying the parent's knowledge of the student's absence. Students who are absent more than 30 days, no matter what the reason – excused or unexcused - may lose credit.

APPEALS

Appeals for loss of credit will be made to the Attendance Committee, which includes the vice principal, guidance counselor, and school nurse. ***Appeals must be made in writing by the parent/guardian after loss of credit is apparent by checking Realtime.*** Parents/guardians and students may present any extenuating circumstances relative to the absences to the Committee. The Attendance Committee may do one of the following but is not limited to:

- Restore credit based on the appeal circumstances.
- Deny appeal, in which case the student may make up the credit through successful completion of summer school or by successfully completing the course the following year.
- Put the student on probation for the remainder of the school year to monitor attendance.

EARLY DISMISSAL FROM SCHOOL

All students, including those 18 and older, except if emancipated, must have parent/guardian permission for early dismissal. If it becomes necessary for a student to leave school prior to regular dismissal time, a written request from the parent/guardian must be presented in advance to the Attendance Office. This request should state the reason for early dismissal, the time at which the student is to sign out, the method of transportation to be used and who is providing the transportation. The parent/guardian must call the Attendance Office as well to verify the written note. With this request, the student may sign out, obtain a pass from the Attendance Office and wait in the Attendance area until the parent/guardian comes into the school, shows I.D. and signs the student out.

Students who must leave school early but have not brought in a written request must be signed out by a parent or guardian before leaving the school. Students will only be called at the beginning or end of a block. Parents should report to the Visitor's Center so that the student may be located. Parents must produce valid identification before signing a student out. The parent should then wait for the student at the Visitor's Center.

If a student is dismissed early from the Nurses' Office, parents must make provisions for transportation home, as the student will not be dismissed otherwise. ***No student may drive Themself home if dismissed due to illness without parent and administrative permission.***

Students who leave school early on a regular basis (Vo-Tech, work-study etc.) should complete the appropriate form, which can be obtained at the Guidance Office. ***Seniors who are allowed to leave early to go to work will not be allowed back to school until the end of the school day.***

Students who have signed out and then returned to school must sign in at the Attendance Office before returning to class. Older brothers/sisters may not sign students out unless a parent/guardian has spoken to a school official and provided a written request. Students must always pick up their sign-out pass in the Attendance Office to be in compliance with security procedures. ***Students who leave school without signing out through the Attendance Office will face disciplinary action***.

THE IMPORTANCE OF ARRIVING TO SCHOOL AND CLASSES ON TIME

Being on time for school and classes is crucial for several reasons. Punctuality teaches students the value of time and responsibility, which are essential life skills. Arriving on time demonstrates respect for others' time, including teachers and classmates, fostering a positive learning environment. It also allows students to settle in, mentally prepare and be ready to engage fully in the lesson.

Consistently arriving on time helps students stay organized, reducing stress and anxiety by rushing or being unprepared. Missing the beginning of a class can lead to missed instructions or important announcements, which may negatively impact academic performance. Moreover, punctuality cultivates a strong work ethic that extends beyond the classroom, setting a positive foundation for future endeavors.

Being on time to school and classes not only supports effective learning but also nurtures valuable habits that contribute to personal and professional success.

ATTENDANCE DISCIPLINARY PRACTICES

LATE TO SCHOOL

Once students arrive on school grounds, they are subject to all school rules and regulations. No student is allowed to leave school grounds without authorization.

Students arriving at school after 7:20 AM will report to the Attendance Office. A student who arrives after 7:20 AM and does not sign in at the Attendance Office will be "in school truant." Any student not in his/her assigned area when the bell rings will be subject to disciplinary action.

The following guidelines will be followed:

- 3 times late (per marking period) = Lunch Detention
- 4 times late (per marking period) = Administrative Detention
- 5 or more tardies = 2 hour Administrative Detention.

Any senior who has 6 or more lates will forfeit driving privileges for the year.

LATES TO CLASS

Students arriving late to class without an agenda pass from a staff member will have the lateness recorded as an unexcused late. Continual unexcused lateness to class will result in administrative disciplinary action and accumulate unexcused absences in accordance with the Student Code of Conduct.

CUTTING CLASS

Students must follow their schedule until a counselor has made a schedule change. Students who do not go to their assigned classes, including Study Hall, will face disciplinary action for cutting, as well as receiving a zero for that class block and any work that was due during that time,

including tests. Cutting a class results in an unexcused absence from that class. Students will be ineligible to make up any work missed as a result of the cut.

- **First Cut**: (1) Administrative Detention
- **Second Cut**: (1) Day Alternative Classroom Environment
- **Third Cut:** (2) Days Alternative Classroom Environment
- **Fourth Cut:** Willful Disobedience - Additional Administrative Action

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The Administration reserves the right to prohibit any student who reaches Level One of Zero Tolerance, has excessive absences or lates to school, discipline issues or excessive discipline referrals from participating in all extra-curricular activities, including but not exclusive to Field Trips, Sports Events, Dances/Proms and Graduations.

DRUGS, ALCOHOL, AND TOBACCO POLICY

Policy 5530 Substance Abuse
Regulation 5530 Substance Abuse

A primary objective of a school system is to ensure a safe and healthy environment for learning, free from alcohol, tobacco, and other drugs. Therefore, it is the expectation of the Mt. Olive Township Board of Education (the Board) that all students on school grounds, including on a school bus or at a school-sponsored function, are not under the influence of alcohol, tobacco or other drugs unless medically prescribed with prior notice to the school nurse. It is further the policy of this Board to identify and assist students whose use of alcohol or other drugs has affected their school performance and to prevent students' use of such substances to the maximum extent practical including use on school grounds, school property, on school vehicles, or at school functions.

I. PURPOSE and DEFINITIONS

A. This policy seeks to address prevention, intervention, referral for evaluation, referral for treatment, continuity of care, and discipline of students who are using or are suspected of using alcohol, tobacco, and other drugs.

B. DEFINITION OF TERMS

The following terms, when used throughout this policy, shall be intended to be interpreted as follows:

1. **Substances:** To include but is not limited to:
   - **a.** Alcoholic beverages,
   - **b.** Anabolic steroids, including any product containing performance-enhancing chemicals,
   - **c.** Tobacco or tobacco products, including electronic cigarettes (E-cigs), personal vaporizers (PV) or electronic nicotine delivery systems (ENDS),
   - **d.** Any controlled dangerous substances, including any substance the distribution of which is specifically prohibited by law or, any controlled dangerous substance analog where any drug or substance which, when ingested, is metabolized or otherwise becomes a controlled

dangerous substance in the human body or produces an effect substantially similar to a controlled dangerous substance in the human body, including synthetic marijuana,

e. Any over-the-counter and prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction or dulling of the brain or nervous system including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes.

i. Prescription Legend Drug or over-the-counter medication is exempt from this definition provided that such medications are administered only in accordance with Board Policy **5330.**

2. "Substance abuse" shall mean the consumption or use of any substance as defined herein for the purpose other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

3. "School grounds" means and "School grounds" means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central services facilities including, but not limited to, kitchens and maintenance shops. School grounds also include other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and recreational places owned by local municipalities, private entities or other individuals during those times when the school district has exclusive use of a portion of such land.

4. **Alcohol or Other Drug Assessment**

Alcohol or Other Drug Assessment refers to those procedures utilized by the Student Assistance Counselor (SAC) to make a preliminary assessment of a student's need for educational programs, supportive services or referral for outside services, which extend beyond the Student Assistance Program by virtue of the learning, behavioral or health difficulties of the student or the student's family.

i. Procedures for implementation of the Alcohol and Other Drug Assessment will be developed by the SAC of each building and submitted to the Board on an annual basis for review.

5. Intervention

Intervention refers to those programs, services and actions taken to identify and offer help to a student at risk for learning, behavior or health difficulties.

6. Referral for Evaluation

Referral for Evaluation shall mean those programs and services offered to a student or his or her family after receipt of a written report of the Medical Examination indicating positive alcohol or drug use, or after a student admits such alcohol or drug use, which admission is not a Voluntary Student Request for Assistance, which are outside of the Student Assistance Program. Such programs may include in or out-of-state programs, licensed by the appropriate state regulatory agency or private practitioners certified by the appropriate alcohol and drug licensing board and trained to diagnose and treat adolescent substance abuse.

7. Evaluation

Evaluation refers to procedures used by agencies to which the student is referred to make a determination of a student's need for educational programs and services.

8. Referral for Treatment Services

Referral for Treatment Services shall mean those programs and services offered to a student or to his or her family by the SAC to implement evaluation recommendations or in response to the family's request for assistance with a student's learning, behavior or health difficulty.

9. Medical Examination

Medical Examination shall refer to the physical examination of a student, performed by a physician licensed in the state of New Jersey to practice medicine that is selected by the parent or school personnel pursuant to Section III(B)(8) of this Policy, which examination shall include screening for alcohol and other drug use.

i. The purpose of the medical examination is to ascertain whether a student is presently under the influence of alcohol or other drugs and/or to determine whether the alcohol or other drug use presently interferes with the student's physical and mental abilities to perform in school.

10. "Immediate"

All references to "immediate" when used in conjunction with "Medical Examination" shall mean "without a time delay".

11. Student Assistance Coordinator/Counselor (SAC)

An individual who holds the Educational Services Certificate with the Student Assistance Coordinator endorsement issued by the New Jersey State Board of Examiners, employed by the Board of Education.

12. Voluntary Student Request for Assistance

A voluntary, self-initiated request or admission by a student for counseling and/or treatment that is NOT in response to questioning initiated by the administration or staff member following the discovery of a substance or substance paraphernalia or upon reasonable suspicion that the student is currently under the influence of alcohol or drugs. Information received by the SAC in a confidential setting, which identifies another student who may be abusing substances, may be interpreted as a voluntary request for assistance.

13. Response to Instruction (RtI)/CORE Team

The **RtI** Team is a building-based interdisciplinary committee, appointed by the Principal or their designee, whose members provide for the planning and delivery of Intervention and Referral Services (I & RS) and/or Response to Instruction (RtI) Services that are designed to assist students who are experiencing learning, behavior or health difficulties and to assist staff who have difficulties in addressing students' learning, behavioral or health needs.

i. Team members shall receive training to identify specific high-risk behaviors that may be preventing a student from reaching success including, but not limited, to behaviors typically associated with the use of alcohol or other drugs.

ii. The RtI committee may serve as a CORE Team when facilitated by the SAC to rule out alcohol and other drug abuse and may make recommendations including assessment, evaluation or random drug testing. Recommendations made by the CORE Team shall adhere

to the guidelines of 42 CFR Part 2, N.J.S.A. 18A:40A-7.1; 18A:40A-7.2 and N.J.A.C. 6A:16-3.2; 6A:32-7.1 et seq.

14. Parent

Parents shall refer to the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a student. When parents are divorced, "parent" shall refer to the person(s) or agency having legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

15. Parent Requests for ATOD Services

The District offers parents the option of confidential consultation by district SACs regarding concerns for their child's involvement with alcohol, tobacco or other drugs or when concerned their child may be impacted by someone else's use of ATOD. Information regarding such programs shall be posted on and, can be downloaded from the District's home page or made available upon request from the SAC.

II. PREVENTION

A. The purpose of the prevention component of the program shall be to:

1. Keep students from using alcohol, tobacco, and other drugs;
2. Reduce or eliminate the incidence and prevalence of student alcohol, tobacco and other drug abuse;
3. Delay the age of onset of the student's first use of alcohol, tobacco, or other drugs;
4. Reduce the factors that place students at risk for involvement with alcohol, tobacco, or other drugs through school and community-based planning processes;
5. Contribute to the development of school environments and alternative activities that are alcohol, tobacco, and other drug-free;
6. Increase the knowledge and skills of students, staff, and community members for avoiding the harmful effects of alcohol, tobacco, and other drug use;
7. Actively involve staff, parents, and community members in the development and implementation of prevention program plans.

B. **Review and Availability of Policy**

1. The Board shall review the effectiveness of this ATOD policy and the Unified Memorandum of Agreement entered into with the appropriate law enforcement agency as referenced herein, on an annual basis.
i. In conducting its review, the Board, or its designee, will consult with the County Superintendent, local community members, the County Prosecutor's office, and such other community agencies and private practitioners as recommended by the Chief School Administrator or his/her designee.
ii. The Board shall solicit input from students and parents regarding ATOD policy and program effectiveness.

2. Availability of Policy

This policy will be included in the District's faculty policy handbook, and student handbooks, on the District's web page and shall be electronically disseminated to parents annually.

C. Student Assistance Program

The District's Student Assistance Program serves to coordinate the delivery of prevention, intervention, referral for evaluation, referral for treatment, and continuity of care services.

i. Student Assistance Coordinators (SACs) employed by the District, shall assist the school district in the effective implementation of the requirements of this policy and the regulatory requirements set forth by the Department of Education.

D. Educational Programs

The Board shall provide an instructional program on the nature of drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-3.1.

The Curriculum for each grade and for each school within the District shall continue to incorporate educational information as to the use and abuse of alcohol, tobacco, other drugs and anabolic steroids in accordance with the Core Curriculum Standards of the Department of Education, particularly, the Comprehensive Health Education and Physical Education Standard.

E. In-Service Training

The Board shall provide an instructional program on the nature of drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-3.1.

i. The in-service training shall be updated annually in order to ensure educational staff members have the most current information available on the subject of substance abuse and the District's comprehensive alcohol, tobacco, and other drug abuse program, policies, and procedures.

ii. The Board shall review the in-service training program, on an annual basis to ensure all appropriate District personnel have received the requisite training.

F. Confidentiality of Student Records

1. All information concerning the identity of any educational or non-educational school staff member, who in good faith reports a student to the principal or his designee, shall be kept confidential.

2. All information concerning a student's involvement in a school-based Student Assistance Program, which is alcohol or other drug-related, shall be kept strictly confidential according to the requirements of 42 CFR Part 2 and N.J.S.A. 18A 40A-7.1 and 7.2. No person having legitimate access to such reports or records shall disclose any information relative to a student's participating in such a program, except as authorized by law.

3. Confidentiality shall be maintained for all students participating in a school-based Student Assistance Program which services reveal that the student's parent or other person residing in the student's household is dependent upon or illegally using substances pursuant and subject to the limitations set forth in N.J.S.A. 18A:40A-7.1 and 7.2.

i. The transmission of any information or records including faxes or other electronic transmission, which is in the possession of a Substance Awareness Coordinator, or is obtained through a student's participation in the District's Student Assistance Program is prohibited without the written consent of the student.

4. Nothing in this section shall preclude the immediate disclosure to the administration of information about illegal activity learned by any school employee outside of the District's Student Assistance Program.

III. INTERVENTION

A. The purpose of the intervention, referral for evaluation and referral for treatment components of the program shall be to:

1. Identify students who are at risk for, or who have exhibited, alcohol, tobacco or other drug abuse or related problems;

2. Help students or their parents who have requested assistance for an alcohol, tobacco or other drug abuse problem;

3. Make a preliminary assessment of a student's need for educational programs, supportive services or treatment that extends beyond the general school program by virtue of the use of alcohol, tobacco or other drugs by the student or the student's parents;

4. Refer students for evaluation to make a positive determination regarding a student's need for alcohol, tobacco or other drug treatment; and

5. Help a student or student's parent follow-through on the recommendations of an evaluation, which has positively determined the harmful use of alcohol, tobacco or other drugs by the student or the student's parents.

B. Procedures For Students Suspected Of Being Under The Influence Of Alcohol Or Drugs Other Than Tobacco Or Tobacco Products

1. Any educational staff member or other professional to whom it appears that a student may be currently under the influence or in possession of alcohol or other drugs on school grounds, including on a school bus or at a school-sponsored function, shall immediately report this matter in accordance to N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.3(a) to the principal, or their designee, and either the certified or non-certified school nurse, the school physician or the SAC.

2. The student shall be removed to a protective environment for observation and care by the certified or non-certified school nurse or responsible staff member.

3. The student's physical state shall be assessed by the certified or non-certified school nurse.

4. A search of the student's person, locker and/or belongings may be conducted, pursuant to Section VI of this policy.

5. Nothing herein shall be construed to limit or condition the right of the principal or designee to seek emergency medical assistance for a student when acting *in loco parentis*, and for the welfare of the student.

6. The referring staff member shall complete a Violence, Vandalism, and Substance Abuse Incident Report.

7. The principal or their designee shall immediately notify the student's parent and the chief school administrator of the incident and provide them with a description of the situation and symptoms, including whether law enforcement has been contacted; and

a. The chief school administrator shall disclose the identity of a student to law enforcement authorities if it is reasonably believed that the student is in possession of a controlled dangerous substance or related paraphernalia or it is reasonably believed that the student is involved with, or implicated in, the distribution of controlled dangerous substances.

b. The chief school administrator or their designee may, but need not, disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol or other drugs.

8. The principal or their designee, in consultation with the parent, shall arrange for an immediate medical examination of the student by a physician of the parent's choosing ("Private Physician"). The parent shall provide the necessary contact information to the principal or designee in order to confirm the availability of a private physician to conduct an Immediate Medical Examination.

a. If the Private Physician is not immediately available, the parent shall select one of the following medical care providers to administer the test.

i. The school physician or,

ii. The emergency room physician of a local hospital or,

b. If the parent refuses to consent to the immediate Medical Examination of the student, a positive test result will be presumed. Child Protective Services may also be contacted if the student is a minor.

9. The parent shall accompany their child to the Medical Examination.

a. If the parent is unavailable to escort the student to the Medical Examination, then the student shall be transported to the Medical Examination by school security. If school security is unavailable, Emergency Medical Services shall be called to transport the student to the Medical Examination.

b. A member of the school staff, designated by the principal, shall accompany and/or follow the student, and/or the student and their parent, to the Medical Examination.

10. In the absence of the student's parent(s), the principal or their designee shall make provisions for the appropriate supervision of the student including but not limited to:

a. Waiting for transportation to and while waiting for and receiving the immediate Medical Examination;

b. Awaiting the results of the Medical Examination, if appropriate; and/or

c. Until the student is released to their parent(s) or other appropriate individual(s), including law enforcement personnel.

C. Contents and Verification of Medical Examination

1. The Medical Examination of a student suspected of being under the influence of alcohol or drugs other than an anabolic steroid shall, at a minimum, consist of the collection of urine for analysis of alcohol and/or other drug use, a neurological examination, an examination and assessment of the student's mental status, an examination of the student's heart, lungs, eyes, nose and skin and shall be conducted immediately upon the student's presentation to the medical care provider.

2. The Medical Examination of a student suspected of having used or may be using or in possession of an Anabolic Steroid or any product containing performance-enhancing chemicals, shall be performed by a physician knowledgeable about the detection of Anabolic Steroid use and shall, at a minimum consist of: the collection of urine for screening and analysis of anabolic steroid use, neurological examination, examination of student's heart and lungs, eyes, nose, skin, and student's mental status and shall be conducted immediately upon the student's presentation to the medical care provider.

3. Written Report: A written report of the Medical Examination, including a copy of the laboratory report, shall be furnished to the parent of the student, and the SAC for the school, by the examining physician within 24 hours of the referral of the student for suspected

alcohol or other drug use. The report shall contain, at the minimum: The Physician's name and signature; identify the substances that were tested for and the test utilized; interpret the results of the tests; and provide recommendations.

The written report shall indicate whether the student's alcohol or other drug use interferes with the student's physical and mental ability to perform in school.

The parent is required to authorize in writing the release of this written report to the SAC or designee. Failure by a parent to comply with this requirement shall be treated as a policy violation and handled in accordance with Section E(2)(of this policy.

4. If the Medical Examination is performed by the Private Physician, the parent shall provide verification from the physician, within 24 hours of the initial referral, that the Medical Examination was conducted in compliance with this Section. The physician's verification shall include at the minimum: the signature; printed name, address, and phone number of the examining physician; date and time of the Medical Examination; shall indicate that the written report required herein is pending, and shall note the date by which the report will be provided. Refusal or failure by a parent or student to comply with this requirement shall be treated as a policy violation and handled in accordance with Section E(2)

5. If the written report is not furnished to the SAC within 24 hours of the initial referral of the student (or the private physician verification has not been received) and, there has been no admission of use by the student, the student is permitted to return to school, but only if the SAC receives written confirmation from the examining physician that the student has been examined in accordance with the minimal examination requirements. If the student was also removed for violating the Code of Student Conduct then that student's return will be subject to the discipline. The student is further subject to removal if a positive result is received.

D. Cost of Examination

1. When the Medical Examination is conducted by the Private Physician all costs related to the examination shall be borne by the parent.

2. When the Medical Examination is conducted by the school physician or, the emergency room physician of a local hospital, such examination shall be at the expense of the board of education.

3. The board of education will not pay for any transportation costs related to the examination.

4. All costs of treatment rendered during the Medical Examination or any costs associated with emergency medical care provided to the student under this policy shall be the sole responsibility of the parents.

E. Results

1. Negative Results:

If the written report of the Medical Examination, including a copy of the laboratory report, comes back negative, then the student shall be immediately returned to school. A referral to the SAC may be made to more closely examine the behavioral issues which led to the request for the medical examination, and to rule out the need for further services or evaluations and/or referral.

2. Positive Results:

a. A Positive Result will be either assumed or found when:

i. a student admits to being under the influence of alcohol or other drug; or

ii. the results of the Medical Examination confirm that the student was under the influence of alcohol or other drugs; or

iii. when the student or parent has refused to comply with any provision of this policy, including the refusal to consent to perform the required testing; or

iv. during the time that the results of the Medical Examination are pending and a written report is not available;

v. whenever a test specimen has been deemed to have been altered or diluted.

b. When a positive result as to a student's alcohol or drug use, other than anabolic steroid or other performance-enhancing drugs, is obtained, the student shall be immediately returned to the care of a parent. Attendance at school shall not resume until the SAC receives the written report of the immediate medical examination verifying that the student's alcohol or other drug use no longer interferes with his or her ability to perform in school.

c. When a positive result as to a student's use of an anabolic steroid or other performance-enhancing drug is obtained, the student shall be returned to school and will be subject to further administrative action, including disciplinary action as outlined in the Athletic Contract and/or as further determined appropriate by the Board of Education in accordance with Board policies. The District's SAC or individuals holding the appropriate endorsements shall initiate a Referral for Evaluation and Services as set forth in N.J.A.C. 6A:16-4.3(b)(6).

d. Removal of a student with a disability shall be made in accordance with N.J.A.C. 6A:14-2.8 and only after the incident has been discussed with the student's Case Manager.

e. If the student is at home pending the results of the Medical Examination and/or after the student returns to school after receiving a positive result, an Alcohol Or Other Drug Assessment and/or Referral for Evaluation and Services and other evaluations recommended by the District's SAC or principal or chief school administrator may be conducted to make a determination of a student's need for program and services which extend beyond the Student Assistance Program.

i. This assessment shall include a reasonable investigation of the situation for the purpose of making a determination of the student's need for educational programs, supportive services or treatment that extend beyond the general school program by virtue of the use of alcohol, drug or anabolic steroid or other performance-enhancing drugs by the student.

ii. The assessment and/or evaluation shall be performed by an appropriately certified or licensed professional.

iii. In developing the assessment and/or evaluation process, the SAC shall confer and consult with community agencies licensed by the New Jersey Department of Human Services, Division of Addiction Services, appropriate out-of-State agencies and/or private practitioners to ensure appropriate evaluation, referral and continuity of care for the student being assessed or evaluated.

iv. The findings of the assessment and/or additional evaluations alone shall not be used to prevent a student from attending school.

F. Discipline

The Board prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds, including on school buses or at school-sponsored functions according to N.J.S.A. 18A:40A-9, 10, and 11.

A student who uses, possesses, or distributes alcohol or other drugs will be subject to discipline in accordance with the district's Code of Student Conduct. School authorities also have the

authority to impose a consequence on a student for conduct away from school grounds in accordance with the provisions of N.J.A.C. 6A:16-7.5 substance, on or off school premises, will be subject to discipline. Discipline will be graded to the severity of the offenses, the nature of the problems and the student's needs. Discipline may include suspension or expulsion. The Board will establish consequences for a student not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors. The Superintendent and/or designee will notify the appropriate law enforcement agency pursuant to N.J.A.C. 6A:16-6.3(a).

G. Non-Compliance

1. A parent's refusal or failure to comply with any provisions of this policy including those provisions requiring their consent or permission, shall be treated as a violation of the Compulsory Education Act, pursuant to N.J.S.A. 18A:38-25, 38-31 and child neglect laws pursuant to N.J.S.A. 9:6-1 *et seq.*

2. A student's refusal or failure to comply with any provision of this policy shall be treated as a violation of this policy and the Student Code of Conduct and handled in accordance with the discipline procedures hereunder.

3. In the case of parent/student non-compliance, the student may be excluded from school and placed in an alternative educational placement. Attendance at school shall not resume until compliance with the provisions of this Policy has been met.

4. Right to Appeal:
Any parent may appeal any action taken against their child pursuant to this policy, first to the Chief School Administrator and if no resolution is had, to the Board. Such appeal must be in writing and signed by the parent.

H. Referral for Treatment

If at any time it is determined the student's use of alcohol or other drugs presents a danger to the student's health and well-being, the SAC, or individuals who hold the appropriate endorsements on the Educational Services Certificate, and who are trained in alcohol and other drug abuse treatment referral, shall initiate a referral for alcohol or other drug abuse treatment.

I. Educational Support

1. The District may provide additional educational support services as determined by the SACs in conjunction with the RtI/CORE team.
   i. Additional Intervention and Referral Services or RtI interventions may be provided upon the recommendation of the CORE team and or SAC.

2. Outreach to Parents
The Board will provide an annual parent training program/awareness program in accordance with the provisions of N.J.S.A. 18A:40A-16 and 17. to parent(s) or legal guardian(s) of students. The Superintendent is directed to develop the program in consultation with local agencies recommended by the Commissioner and to offer the program at times and in places convenient to parent(s) or legal guardian(s) on school premises or in other suitable facilities.

J. Prohibition of Student's Use or Possession of Tobacco or Other Smoking Paraphernalia

1. The use or possession by students of tobacco, tobacco products, as defined in Section B 1c, or smoking paraphernalia, including electronic signatures on school district property or facilities, in school buildings, on school buses, or at school district sponsored events is prohibited by law. While on school property, buses or at school sponsored events, students shall not possess cigarettes, or other smoking materials such as tobacco, pipes, vaporizers, vaporizer oils or liquids, E-cigs, cigarette rolling papers or cigarette lighters.

a. Offenders shall be subject to disciplinary action and a referral to the SAC. Discipline shall escalate for repeated violations.

b. Upon the first offense, complaints shall be filed in municipal court against offenders for violation of ordinances or laws prohibiting smoking on school premises and offenders shall be subject to fines and penalties imposed under such laws and ordinances.

2. There shall be no smoking or use of smokeless tobacco, or tobacco products or vaporizers, vaporizer oils or liquids by anyone at any time, anywhere on Board property, i.e., buildings, grounds or transportation vehicles supplied by the Board. In addition, students are prohibited from smoking or using smokeless tobacco, or tobacco products or vaporizers, vaporizer oils or liquids at events sponsored by the Board away from school. Separate policy prohibits students from leaving school grounds during the school day for any reason, including smoking.

3. The building principal or designee shall be responsible for enforcement of the prohibition against student use or possession of tobacco, tobacco products, or vaporizers, vaporizer oils or liquids or smoking paraphernalia. All students are advised that school authorities will take all reasonable steps to prevent the possession or use of tobacco, tobacco products or smoking paraphernalia on school property, buses or at school sponsored events and to discipline those who violate this prohibition. When there is reason to believe that inspection of a student's person or property is warranted the principal or designee shall authorize search and seizure procedures of the student's person, locker and belongings in accordance with the provisions of Section VI of this policy.

K. **Anabolic Steroids**

1. Whenever any teaching staff member, certified or non-certified school nurse, athletic coach or other educational personnel, has reason to believe a student has used or may be using anabolic steroids, that person shall report the matter in accordance with N.J.A.C. 6A:16-4.3(b)1.

2. All steps in Section III shall be followed with the exception the medical examination does not need to occur immediately in accordance with N.J.A.C. 6A:16-4.3(b)1.

L. Incident Reporting

Any school employee who observes or has direct knowledge or reports a student for suspicion of being under the influence or in possession of alcohol, tobacco or other drugs, according to the requirements of N.J.S.A. 18A: 40A-12 and N.J.A.C. 6A: 16-4.3, shall submit a report describing the incident to the school principal, in accordance with N.J.S.A. 18A: 17-46.

1. The report shall be on a form adopted for such purposes by the district board of education.

i. The form shall include all of the incident detail and offender information that are reported on the Electronic Violence, Vandalism, Substance Abuse Incident Reporting System.

2. For each incident report of a student for suspicion of being under the influence or in possession of alcohol, tobacco or other drugs, the principal shall:
   i. Review the incident report for accuracy in indicating the incident type, offender information, student demographics and incident location;
   ii. Forward a copy of the incident report to the chief school administrator; and
   iii. Notify the chief school administrator of the action taken regarding the incident.

3. The Board shall not retaliate against any school employee who files a report pursuant to this section.

M. Reporting Liability

Any educational or non-educational school staff member who in good faith reports a student to the principal or his or her designee, in compliance with the provisions of this Policy, has immunity and shall not be liable in civil damages as a result of making such a report.
In response to every report by an educational staff member or other professional of suspected alcohol or other drug use, the principal or designee shall comply with the provisions of this policy.

IV. CONTINUITY OF CARE SERVICES

A. The purpose of the continuity of care component of the program shall be to:
1. Assist with the provision of educational programs and services for students in treatment; and
2. Plan and provide supportive services for students who are returning from treatment.

B. The District will be guided by and support recommendations for care and treatment made as the result of an Alcohol or Other Drug Assessment or Evaluation. The Board also recognizes that returning students need direction and support to maintain the expectations of the school district. Accordingly, in order to provide continuity of care services, and as a condition of resuming attendance at the school, the school district may require the student to:
1. Participate in individual and/or support group counseling offered by the SAC;
2. Participate in a treatment program when recommended by appropriately certified or licensed professionals who make a positive determination of a student's need for programs and services which extend beyond the general school program; and
3. Cooperate with the recommendations made by appropriately certified or licensed professionals. A failure to so cooperate will be deemed non-compliance for the purposes of this policy

V. LAW ENFORCEMENT OPERATIONS, ALCOHOL AND OTHER DRUGS

1. The Board recognizes its responsibility to ensure continuing cooperation between school staff and law enforcement authorities in matters relating to the use, possession, and distribution of alcohol, other drugs and/or paraphernalia on school property. The Board further recognizes its responsibility to cooperate with law enforcement authorities in planning and conducting law enforcement activities and operations on school property. Therefore, the Board shall meet with the chief school administrator and the chief of police annually to review and sign off on the understanding of the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials as revised from time to time and the effectiveness of this Policy and the procedures adopted hereunder. This document shall be

consistent with the format and content established by the Attorney General and the Commissioner of Education.

2. Undercover Operations

The chief school administrator may request that law enforcement authorities conduct an undercover operation in a particular school if he/she has reason to believe that alcohol or other drug trafficking is occurring in a school and that a less intrusive means of law enforcement intervention would be ineffective. The chief school administrator and building principal shall not discuss any aspect of the undercover operation until authorized to do so by law enforcement authorities.

The chief school administrator and principal shall cooperate with law enforcement authorities in the planning and conducting of undercover school operations. Upon completion of an undercover operation, and with the consent of the appropriate law enforcement authority, the chief school administrator shall report to the Board regarding the nature and results of the operation.

3. Summoning Law Enforcement Authorities Onto School Property For The Purpose Of Conducting Investigations, Searches, Seizures And Arrests

Any school employee who has reason to believe any student or staff member is distributing substances or substance paraphernalia on school premises shall report same to the chief school administrator, principal or designee. The chief school administrator, principal or designee shall determine whether a further report to the appropriate law enforcement agency is warranted. If, after consultation with the law enforcement official, it is determined that further investigation is necessary, the chief school administrator shall cooperate with the law enforcement authorities in accordance with the law and the administrative code. He/she shall provide the officials with a room in an area away from the general student population in which to conduct their law enforcement duties. If law enforcement officials do not choose to investigate the incident, the chief school administrator may continue the investigation to determine if any district rules have been violated and whether any discipline is appropriate. If an arrest is necessary, and no exigent circumstance exists, every effort shall be made to enable law enforcement personnel to carry out the arrest in a manner that is least disruptive to the educational environment. The chief school administrator, principal or designee shall immediately notify the student's parent whenever a student is arrested for violating any laws. Whenever the chief school administrator, or designee has summoned the police to a school, the reason the police were summoned and any pertinent information should be reported to the Board at its next regular meeting.

4. Police Presence at Extracurricular Activities

The chief school administrator is hereby authorized to contact the appropriate law enforcement agency and arrange for the presence of an officer(s) when he/she deems their presence necessary to deter illegal alcohol or other drug abuse or trafficking or to maintain order or crowd or traffic control at a school function.

VI. STUDENT SEARCHES, POSSESSION AND/OR DISTRIBUTION, AND SECURING PHYSICAL EVIDENCE

1. Student Searches:

The principal or their designee may conduct a search of a student's person or belongings if the school official has a reasonable suspicion that the student is in possession, is under the influence or is distributing controlled dangerous substances, anabolic steroids, or alcoholic beverages or other substances as defined in this policy. This search may include but is not limited to, a student's person, locker, belongings, or vehicle and shall comply with all legal standards as prescribed by statute, regulation, and case law.

2. Possession and/or Distribution:

a. If as a result of the search, alcohol or other drug or item believed to be a controlled dangerous substance, including anabolic steroids, or drug paraphernalia is found on or in the student's or school's property, including a school bus, or at a school function, the individual discovering the item shall immediately notify and turn over the item or paraphernalia to the principal or designee**.**

1. The principal or their designee shall immediately notify the chief school administrator who in turn shall notify the local law enforcement official designated by the county prosecutor to receive such information.

2. Securing Physical Evidence:

The principal or their designee shall ensure that the alcohol or other drug item or paraphernalia is safeguarded from further use and destruction, labeled, and secured in a locked cabinet until turned over to local law enforcement.

3. The principal or their designee shall provide to law enforcement all information concerning the manner in which the alcohol or other drug item or paraphernalia was discovered or seized including:

i. The identity of all persons who had custody of the alcohol or other drug item or paraphernalia following its discovery or seizure; and

ii. The identity of any student or staff member believed to have been in possession of the alcohol or other drug item or paraphernalia.

3. Voluntary Surrender Of Alcohol Or Other Drug Item Or Paraphernalia

The principal or their designee shall not disclose the identity of any student who voluntarily and on his or her own initiative turned over alcohol or other drug item or paraphernalia to a school employee, provided that there is reason to believe that the student was involved with the alcohol or other drug item or paraphernalia for the purpose of personal use, and not distribution activities and further provided the student agrees to participate in an appropriate treatment or counseling program.

4. Notification of Parent

The principal or their designee shall contact the student's parent as soon as possible to inform them of the incident, including whether or not law enforcement personnel have been or will be contacted.

HARASSMENT, INTIMIDATION and BULLYING- Policy 5512

N.J.S.A. 18A:37-15 (3)(b)(2) defines bullying as: “Harassment, intimidation or bullying" (“HIB”) as any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on or off of school property, at any school-sponsored function or on a school bus and that:

- a reasonable person should know, under the circumstances, will have the effect of harming a student or damaging the student’s property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.
- acts of harassment, intimidation, and bullying can occur on or off of campus and before or after school hours.

Some acts of bullying are cases of one child exercising power and control over another, either in isolated incidents or as patterns of harassing or intimidating behaviors.

Cyberbullying, also known as electronic bullying or online social cruelty, is defined as bullying:

- through email.
- through instant messaging.
- in a chat room.
- on a social media website or gaming site.
- through digital messages or images sent to a cellular phone.
    -

Ways to Deal with HIB By positively confronting people directly

- By giving support through listening and reporting things to trusted adults in school
- By giving feedback to peers
- By using school complaint procedures
- By being and upstander, not a bystander to bullying
    -

School Complaint Procedures

Any student who wishes to file a complaint of harassment by any staff member or student should see the building affirmative action officer, HIB specialist, principal, vice- principal, counselor, teacher, or available staff member.

If you should file a complaint or otherwise report Harassment, Intimidations or Bullying in good faith it will not affect your status as a student, nor will it impact upon grades or future job/college or other recommendations. There will be no retaliation against anyone who files a harassment, intimidation and bullying complaint in good faith.

Disciplinary Actions

This school will not accept, tolerate or overlook Harassment, Intimidation or Bullying. As a result, cases of harassment will be dealt with any/all of the following measures.

- Parental notification
- Documentation of events
- Meeting with Affirmative Action Officer
- School disciplinary actions
- Counseling
- Police notification
- Legal actions by victim
- Temporary removal from classroom
- Change of schedule

Harassment

Harassment of students is a real and serious problem in education at all levels. It can affect any student regardless of sex, race, or age. Harassment can threaten a student's physical or emotional well-being, influence how well a student does in school and make it difficult for a student to achieve his or her career goals. Moreover, harassment is illegal. Preventing and remedying harassment in schools and at any school-sponsored function, on a school bus or off of school grounds is essential to ensure nondiscriminatory, safe environments in which students can learn.

Harassment, Intimidation or Bullying may or may not involve any of the following, however, it does not have to be in order to be considered harassment, intimidation or bullying:

1. Race
2. Color
3. Ancestry
4. National Origin
5. Nationality
6. Creed
7. Sex
8. Sexual Orientation
9. Affectual Orientation
10. Marital Status
11. Familial Status
12. Age
13. Atypical Hereditary Disease
14. Disability (Physical, Mental, Developmental)
15. Genetic Testing Result

Sexual Harassment

Sexual harassment includes all unwelcome advances or suggestions, requests for sexual favors, and verbal, nonverbal, or physical contact based upon sex whenever such conduct has the purpose or effect of intimidation or tends to create an intimidating, hostile, or offensive educational environment.

Some examples of sexual harassment can include:

- Bumping or brushing against a person on purpose
- Grabbing, touching, pinching

- Sexual advances or touching of a sexual nature
- Graffiti, notes, stories, jokes, rumors of a sexual nature
- Talking about one's sexual activities in front of others
- Displaying or distributing of sexually explicit drawings, pictures, and written materials
- Threats, insults, and comments about a person's body
- Requests for sexual favors

Reprisal or Retaliation Prohibited

The school district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the principal or his/her designee after consideration of the nature of the circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

Responsibility to Prevent Harassment, Intimidation and/or Bullying

- Make sure you notice how your behavior impacts others
- Take responsibility for treating people with respect.
- It is important that you listen to and support your friends who feel harassed and that you take their concerns seriously.
- It is also important to try, whenever possible, to confront people whose behavior has created an intimidating, hostile or offensive environment for yourself or others.
- Sometimes it will not be easy or even appropriate, especially if you feel threatened. In these cases, you should report this behavior to appropriate school personnel and/or other trusted adults or professionals.
- The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the code of pupil conduct.
- The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.
- The Board believes the best discipline is self-imposed, and it is the responsibility of school district staff to use instances of violations of the code of pupil conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973, 29 USC 706, covers preschool, elementary, and secondary education. Section 504 provides that no qualified individual with a disability may be discriminated against in hiring, promotion, benefits or job assignment based upon the disability. Any individual with questions pertaining to Section 504 should contact Ms. Sharon Staszak, Supervisor of Special Services at (973) 691 – 4000 x 8401.

AFFIRMATIVE ACTION STATEMENT

Students, staff and members of the community may contact the District's Affirmative Action Officer, Ms. Jackie Bello, at (973) 691 – 4000, 227 Route 206, Suite 10, Flanders, New Jersey 07836 for information regarding the affirmative action policy, affirmative action plans, grievance procedures and sexual harassment policy.

Any student who believes he/she has been discriminated against may file a complaint with the District's Affirmative Action Officer in accordance with Board policy. In addition, any individual may file a complaint with the New Jersey Division on Civil Rights or the Equal Employment Opportunity Commission

ANTI-BIAS POLICY

It is Mount Olive School District's explicit policy to develop students according to their performance and potential, without discrimination based on race, color, religion, national origin, sex, disability, gender identity, sexual orientation or other protected characteristic.

All students must conduct themselves in a manner that shows respect for one another and the value placed on civility in the environment. Every student must be free from discrimination or harassment from any other student. Specifically, inappropriate actions that demean another individual on the basis of his or her personal attributes will not be tolerated. Inappropriate actions or behavior includes but is not limited to jokes, slurs, disparaging or derogatory remarks that are racist, ethnic, sexist or related to sexual orientation or disabilities.

ACCEPTABLE USE POLICY - Policy 2361

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate student access to computer networks/computers at any time, for any reason. School district personnel will monitor networks and online activity to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate internet safety.

Students and their parents/guardians must sign a technology usage agreement and internet safety consent form before they are allowed individual access to any technology within the Mount Olive Township Schools. Each agreement is an acknowledgement of the responsibilities of all users when using district technology and district network services.

Internet users must realize that they have no expectations of privacy. The Mount Olive Township School District utilizes Bark, an online monitoring system. Bark monitors texts, email, YouTube, and 30+ apps and social media platforms for signs of issues like cyberbullying, sexual content, online predators, depression, suicidal ideation, threats of violence, and more while using the Mount Olive Township School District's internet sources. Identified topics/subject matter are reviewed by the district's security team and the building administrative team for further action. Parents will be notified of any reports filtered by Bark.

ELECTRONIC SURVEILLANCE - Policy 7441

The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy.

PERSONAL ELECTRONIC DEVICES - *Policy 5516*

Students in grade nine through grade twelve are prohibited from using an internet-enabled device on school grounds during the school day.

Students in grade nine through grade twelve shall store their internet-enabled device using the following storage options for internet-enabled devices during the school day. It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the device.

A school locker or bin system – Upon entry to school, a school staff member will collect and store the internet-enabled devices in assigned lockers or bins. Students shall retrieve their internet-enabled devices at the end of the school day when the school staff member unlocks the storage unit.

Students in grade nine through grade twelve shall be permitted to use their internet-enabled device on a school bus on their way to school at the start of the school day or on their way home from school at the end of the school day.

Students in grade nine through grade twelve shall be permitted to use their internet-enabled device on school grounds before the start of the regular school day and on school grounds after the regular school day.

Students in grade nine through grade twelve shall be permitted to use their internet-enabled device during school-sponsored events off school grounds during the school day while under the direct supervision of a school staff member or employee of the Board (e.g. field trip) only with the approval of the Principal or designee.

Students in grade nine through grade twelve shall be permitted to use their internet-enabled device during school-sponsored events taking place outside of the school day when students are

under the direct supervision of a school staff member or employee of the Board (e.g., afterschool club meeting, sport team practice/game, etc.) after determining no reasonable alternative to the use of the internet-enabled device at school-sponsored events off school grounds during the school day exists only with the authorization of the Superintendent or designee.

Students in grade nine through grade twelve are prohibited from using non-internet-enabled devices.

School staff members shall apply clear, age-appropriate consequences and use strategies to redirect students who use internet-enabled devices in violation of this Regulation and Policy 5516 as outlined in the student code of conduct.

Personal Responsibility in Protecting Belongings and Guarding against Theft
Students are encouraged to take extra care in securing these valuable items in locked lockers or keeping these items on one's person at all times to proactively avoid an opportunity to have the devices stolen or damaged. While every effort is made to keep the building free from theft, items such as these are often lost or stolen. If students wish to have these items at school, please be aware that they do so at their own risk. Mount Olive High School will not be held responsible for any items that are lost, stolen, or damaged.

PERSONAL PHONE CALLS/DELIVERIES

Messages may only be taken from parents for emergencies. Students will be called down to the Guidance Office between periods and be given the message that a parent should be contacted. No messages will be given during class time since this would disrupt classroom instruction. Parents should realize that it is the student's responsibility both to listen to the announcements and to report to the Guidance Office to get the message to call a parent.

Personal deliveries of presents, flowers and balloons, or food from outside vendors, for students will not be accepted by the Visitor's Center. Only educational materials, lunch and athletic equipment can be dropped off at the Visitor's Center. Please remember that locating students and disrupting classrooms present problems for the entire school staff. Announcements will only be made before lunch or at 2:20pm. If students are expecting a report, book etc. to be dropped off, they are responsible to check the Visitor Center for it.

STUDENT PRIVACY RIGHTS – FERPA and PPRA

The **Family Educational Rights and Privacy Act (FERPA)** provides parents and eligible students with certain rights regarding student education records, including the right to inspect and review records, request amendment of records believed to be inaccurate, consent to certain disclosures of personally identifiable information, and file a complaint regarding alleged FERPA violations.

The **Protection of Pupil Rights Amendment (PPRA)** provides parents with certain rights related to specific student surveys and other activities involving student privacy. Depending on

the activity and as provided by law, these rights may include notice, consent or opt-out rights, and limited inspection rights.

PPRA does not provide a general right to inspect all District records or materials and does not create a right to approve or veto curriculum or instruction.

Additional information regarding FERPA and PPRA rights, including applicable District policies and procedures, is available on the District's **FERPA & PPRA – Student Privacy Rights** webpage: https://www.motsd.org/parents/ferpa-ppra-student-privacy-rights

UNIT LUNCH PROCEDURES

Location of serving areas:

Cafeteria
Gymnasium
Vending Machines: Cafeteria

Location of eating areas:

Cafeteria (Tables will be provided)
Gymnasium (Tables will be provided)
Outside Picnic Area (Tables will be provided – **Seniors only**)

Students may eat in classrooms **ONLY** if a teacher is present. Some staff members may keep their rooms open for extra help or for club and activity meetings.

Eating is NOT PERMITTED *while working at any computer* and in the following areas:

Writing Center
Math Center
Any Hallway
Computer Labs
Auditorium
Music Area
Auxiliary Gym
TV Studio
Weight Room
Any Carpeted Areas
Stairways
Locker Rooms
Library

Location of Areas for students either before or after they eat:

Library
Writing Center
Math Center
Guidance Center
Gymnasium
CST Department
S.A.C. Office
Any Room Supervised by a Teacher
Outside as Designated by the Administration

UNIT LUNCH CLEAN-UP

Students will be responsible to clean up after themselves. There will be garbage containers available in all areas. Students are required to place all refuse into the containers. Students are encouraged to police the area they eat in to make sure all of the debris is placed into the proper container. In addition, there will be recycling containers available in all areas. Students' efforts in recycling will help foster a cleaner school and environment. The following are basic rules that should be followed for quick and efficient clean-up:

1. Pick-up and place all of your garbage in a container.
2. Place cans and plastic in the proper container.
3. If you see something on the floor or on the tables, or if any staff member requests your cooperation, you are responsible to pick it up and place it in the proper container.
4. If you are eating in a classroom, place all of your lunch garbage in the containers in the HALL. **Do not** place garbage in the classroom trash containers.

UNIT LUNCH GENERAL GUIDELINES

The following guidelines need to be followed for the smoothest transition possible.

- Students do not need passes for the bathroom.
- Students may move from area to area without passes.
- Students may select the serving area of their choice.
- Students may not cut in lines
- Only students who present a yellow form for lunch detention may go to the front of any lunch line to purchase lunch. This accommodation is made so that students will report on time to lunch detention.
- Students may select the work/relaxation area of their choice.
- Students are **not permitted** to leave school grounds.
- Students are not permitted in the parking lot, in their cars, or any location other than the picnic tables (Seniors only) or the outside area designated by the administration.
- Students are not permitted to skateboard.
- Students are not permitted to sit on tables.
- All students are responsible for their own clean up.
- Students are not permitted to demand other students cleanup for them.
- ***Students are not permitted to receive food from outside vendors (other than our food service company) or friends during the school day, including unit lunch.***
- The "grubbing" of money will not be tolerated at any time.
- ***Seniors returning from lunch are not permitted to bring food into the building, hallways or classrooms.***

SIGNING OUT FOR LUNCH

Students are not permitted to sign out for lunch. For emergency reasons only, the parent must call in and speak to a Vice-Principal directly.

- Seniors in "good standing" are permitted to sign out for lunch and return in a timely manner.

CONSEQUENCES FOR VIOLATION OF LUNCH RULES

Students who cannot follow these basic rules may lose their open lunch privileges. A Lunch Detention room will be set up and staffed for students who violate these rules. They will be required to spend the entire lunch period in the room with no privileges. Assignments to the room will be made by the Vice- Principal. Time in the room will increase according to the type and frequency of the infraction. Students in this room will be required to eat in and maintain silence throughout the entire lunch block.

HEALTH SERVICES

VISITATION TO THE HEALTH OFFICE

If a student becomes ill during school time, they should request a pass from the teacher to report to the Nurse. If the student feels the need to see the Nurse between classes, they must first report to their next scheduled class and then obtain a pass from the teacher. If a student is absent from a class because of illness and fails to report to the nurse, the student will be regarded as cutting class. All sick or injured students must be signed out through the Nurse's Office. Absences from class resulting from a sign out through the Nurse's office are cumulative absences. Students who become ill or injured during the school day should report to the Nurse's Office and not simply call parents to sign them out. If it is necessary for the student to be sent home, the nurse will make the necessary arrangements with the student's parents.

Seniors who drive to school and become ill or injured may drive themselves home with parent permission. The Health Office staff and Attendance staff must be notified by a parent/guardian granting permission for the student to drive him/herself home. Any accident occurring on school property should be reported to the school nurse immediately. All parents/guardians must present proper I.D. at the Visitors Center and receive a visitor badge before going to the Nurse's Office.

IMMUNIZATION

All students attending public school must have recorded in the health office the following required immunization (Students delinquent in verifying the below information will be excluded from school):

A. DPT Series of 4 with DT booster recommended every 10 years. One dose of DPT must be on or after the 4th birthday or any 5 doses.

B. Polio Series - including the booster. One dose of polio must be given on or after the 4th birthday.
C. Measles – 2 doses.
Rubella and Mumps Vaccine - 1 dose or 2 MMR combinations.
D. Mantoux Test (TB)
E. Hepatitis B Vaccine – 2 dose adult or 3 dose traditional vaccine.
F. Tdap if born 1/1/97 or after
G. Meningococcal – born 1/1/97 or after
H. Varicella

EMERGENCY CARDS

Parent or guardian signatures are required for the administration of emergency medical treatment and consent to share information regarding the health issues of students. An emergency card must be completed for all students at the beginning of each school year with updated/current phone numbers and emergency contact information and sent to the school nurse. If any changes occur during the school year, please notify the Health Office and Guidance Office as necessary.

INSURANCE COVERAGE

Insurance is available to all students. Any student injured at school is covered by a Board of Education "Excess" insurance policy. All claims must first be submitted to your family's primary insurance carrier. Any expenses not covered by a personal family policy will be reimbursed by the Board of Education's insurance company. The policy and its limitations will be fully explained in a separate pamphlet, which will be sent home to each parent. **Claim must be filed within 90 days of the accident/injury.**

To File A Claim:

- Be sure the accident/injury is reported to the faculty supervisor at the time it occurs so that an accident report can be filed by the coach/advisor with the nurse.
- Submit all bills to your personal insurance company for reimbursement.
- Obtain an insurance form from the nurse's office for any unpaid balance.
- Complete form and attach itemized bills (paid and unpaid) to insurance form.
- Do not return forms to the school. They must be mailed directly to the Board of Education insurance carrier whose name and address appears on the school insurance form.

RETURN TO SCHOOL AFTER AN EXTENDED ABSENCE

A student returning to school after an extended absence or from homebound instruction must present to the health office and the attendance office a parent and doctor's note permitting the student to return to class. ***Please be advised that this note does not necessarily excuse the absences***. See Attendance Policy. Parents are strongly encouraged to contact the school counselor and set up a re-entry meeting in order to develop an academic plan for success.

MEDICATION

Medication will be given by the school nurse, during school hours, when provided with a written request form, indicating type, dosage and method, signed by both physician and parent/guardian. This applies to both prescription medication, as well as over-the-counter medication.

All medication must be in the original prescription bottle or manufacturer's container and will be kept in the nurse's office.

The permission is effective for the school year for which it is granted and is renewed for each subsequent year upon fulfillment of these requirements.

Medication must be transported to school by the parent/guardian during school hours. The parent/guardian will pick up all medication at the termination of the school year.

- **The only exception to this policy is students with potentially life-threatening illnesses may self-medicate, if proper written permission has been obtained.**

District guidelines regarding the use of medication by students during trips are as follows:
The school nurse, who dispenses medication to students during the school day, does not attend all field trips. By law, teachers and other school personnel are not permitted to administer medication to students. We have established provisions to accommodate the needs of students who require medication. Laws are in place, which allow self-administration of medication in potentially life-threatening situations. To use this option, the student's physician must certify that the child is capable of self-administering his/her medication and the parent must authorize that the child has permission to do so. The certification and authorization form is available from the school nurse.

Students who do not suffer from life-threatening conditions but require medication may receive the medication prior to, or following a trip. The parent may accompany his/her child on the trip to administer the medication. Another option, although not recommended, is a parental request to have their child remain in school and not attend the field trip.

All forms related to the options mentioned above must be submitted prior to the date of the field trip. Please contact the school nurse if you have further questions.

PHYSICAL EXAMINATIONS

At least one comprehensive physical examination must be performed on all students between grades 9 –12. Students going to their medical home base must bring proof of the exam to the health office. Forms can be obtained from the school nurse.

Any student transferring into or entering the Mount Olive Township School District must present evidence of a physical exam by a health care provider that was performed within 365 days of entrance. In the event that a student does not have a health care provider or has not had an exam within 365 days of entrance, the school physician may perform the examination.

All students who participate in athletic sports must have a full physical.

- Those students who intend to get their sports physical from the school doctor must have their form submitted to the Health Office 2 weeks prior to the scheduled physical.
- Those students who get their physical from their private doctor must also return their form, signed by their MD, to the Health Office for review 2 weeks before the school doctor is scheduled for physicals.

No student will be allowed to play or practice without completing the physical exam process.

All students must be participating in gym with no restriction to participate in a sport.

PHYSICAL EDUCATION

PHYSICAL EDUCATION EXCUSES

- Students excused from Physical Education must present to the health office a note from a Medical Doctor requesting to be excused from physical activity.
- The physician note **must have an end date to be excused from gym.** "until further notice" is not acceptable.
- If the student is to be excused for two (2) weeks or more, the student shall then report to the Guidance Office to be rescheduled to a study hall.
- If the student is medically excused from gym the **student cannot participate in any sport or activity** until cleared by their Medical Physician.
- Notes cannot be accepted from physical therapists, chiropractors, acupuncturists, homeopaths or other practitioners.
- IT IS THE STUDENT'S RESPONSIBILITY TO RETURN TO PHYSICAL EDUCATION AT THE APPROPRIATE TIME.

PHYSICAL EDUCATION NON-PARTICIPATION

State law requires all students to participate regularly in physical education classes. The Physical Education Department will review with all the students the procedures required in order to be excused from active participation in physical education classes, whether the excuse is to be temporary or for an extended duration of time. Student unpreparedness and/or lack of participation will impact a student's grade in Physical Education. It is important to understand that the grade of a student is not earned by "dressing out," but rather by participation in the activity. "Dressing out" only prepares the student to participate successfully, but it does not guarantee a passing grade.

LOCKER ROOM - Physical Education and Athletics

A student needs to bring a lock to class in order to secure their personal belongings. This lock is then to be removed following the class so as to permit other students to utilize that locker throughout the day. Locks not removed will be cut without warning. Students are responsible for the contents of the locker. ***At no time should a student leave unsecured items in the locker room,*** nor should it be assumed that the door being locked is enough security. Students leaving throughout the day often need to get into the locker areas to change. In addition, teams leave early and some classes come back into the locker rooms at varying times, thus unsecured valuables are an easy target for theft.

INTERSCHOLASTIC ATHLETIC PROGRAMS

FALL SPORTS

Cheerleading	Varsity, Jr. Varsity
Cross Country (boys)	Varsity
Cross Country (girls)	Varsity
Field Hockey (girls)	Varsity, Jr. Varsity, Freshmen
Football	Varsity, Jr. Varsity, Freshmen
Soccer (boys)	Varsity, Jr. Varsity, Freshmen
Soccer (girls)	Varsity, Jr. Varsity, Freshmen
Tennis (girls)	Varsity, Jr. Varsity
Volleyball (girls)	Varsity, Jr. Varsity, Freshmen
Gymnastics	Varsity

WINTER SPORTS

Basketball (boys)	Varsity, Jr. Varsity, Freshmen
Basketball (girls)	Varsity, Jr. Varsity, Freshmen
Cheerleading	Varsity, Jr. Varsity
Ice Hockey	Varsity, Jr. Varsity
Indoor Track (boys)	Varsity
Indoor Track (girls)	Varsity
Swimming (boys)	Varsity
Swimming (girls)	Varsity
Wrestling	Varsity, Jr. Varsity

SPRING SPORTS

Baseball	Varsity, Jr. Varsity, Freshmen
Golf (boys)	Varsity
Golf (girls)	Varsity
Lacrosse (boys)	Varsity, Jr. Varsity, Freshmen

Lacrosse (girls)	Varsity, Jr. Varsity, Freshmen
Softball	Varsity, Jr. Varsity, Freshmen
Tennis (boys)	Varsity, Jr. Varsity
Track (boys)	Varsity
Track (girls)	Varsity

ELIGIBILITY REQUIREMENTS

A very important part of a complete high school experience is our athletic program. The Mount Olive Board of Education has made provisions to provide opportunities for students to participate in a multitude of athletic offerings. Our total sports program encompasses both girls' and boys' interscholastic activities; therefore, students have many opportunities to participate, realize their own potential, and gain many intangible rewards fostered by interscholastic competition. An important fact to keep in mind is that to be eligible for athletic participation we must conform to the guidelines and regulations established by the New Jersey State Interscholastic Athletic Association. The administration, upon recommendation of a coach, has the right to suspend any student who fails to abide by the rules established in the Athletic Handbook. It is expected that all participants will demonstrate good citizenship both within the school and especially when they represent Mount Olive High School. The **NJSIAA** requires the following**:**

1. No student shall be eligible for high school athletics after the expiration of eight consecutive semesters following his/her entrance into 9th grade. Loss of a semester due to ineligibility does not entitle a student to an additional semester during a 5th year.
2. A student – athlete must not reach the age of 19 prior to September 1.
3. A student – athlete must meet all residency requirements.
4. To be eligible for athletic competition during the first semester of the 10th grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 30 of the 120 credits required by the State of New Jersey for graduation during the immediately preceding academic year.
5. To be eligible for athletic competition during the second semester (Feb. 1 to June 30) of the 9th grade or higher, a pupil must have passed the equivalent of 15 credits required by New Jersey for graduation (120) at the close of the preceding semester (Jan.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.

- A student – athlete must maintain his/her amateur status.
- A signed waiver form permitting random drug testing is required of all athletes.
- All students who want to participate in an athletic sport must have a full physical on the state mandated form.
- All physicals are reviewed by the school physician before any student is permitted to practice or play.
- All students who participate in more than one season must fill out a history update form. All of these forms must be reviewed by the school physician before any student is permitted to practice or play.

CL 1 The NJSIAA does not establish grading policies or standards for granting credits. The local school's Board of Education has the exclusive authority to address such matters within the parameters of the State Board of Education guidelines. Therefore, the NJSIAA will not waive, either the standards set by a member school or the minimum standards set forth in Article V, Section 4.E except as provided in Section 4.F (1).
CL 2 The credit status of a transferred student, determined by the previous school, may not be changed by the present school.
CL 3 There is no provision for make-up work for credits for the second semester.
CL 4 Waivers will not be considered for a senior who does not attain 15 credits and who fails a subject in his/her first semester, unless that senior is passing all subjects in the subsequent marking period.
CL 5 An athlete who is ineligible under Article V, Section 4.E(2) may become eligible for the remainder of the spring sports season on May 1, if he/she meets the requirements of Article V, Section 4E(2) as of that date.

Note: In order for a 9th, 10th, or 11th grader to become eligible per CL 5, the student must be passing all courses taken during the 3rd marking period and accumulated 22.50 credits when grades are averaged for marking periods 1, 2, and 3. 22.50 credits after three (3) marking periods puts the student-athlete on track to obtain the required 30 credits at the end of the school year.

ATTENDANCE - INTERSCHOLASTIC ATHLETIC PARTICIPATION

In order to participate in a practice or game, a student must be in school no later than the end of the 2nd block. Athletes may not sign out during the day and return later to participate in a game or practice without prior approval from the Director of Athletics. A PARENT NOTE EXPLAINING THE REASONS FOR SUCH ACTION MUST BE SUBMITTED FOR APPROVAL.

- A note from parent to the Director of Athletics stating the extenuating circumstances that prevented compliance with the athletic late sign-in policy.
- MCVT AM students must attend all assigned classes at Mount Olive the day of the contest.
- MCVT PM students must attend all assigned classes at Vo-Tech the day of the contest.
- Any other reason deemed satisfactory by the Director of Athletics.

NCAA ATHLETIC ELIGIBILITY REQUIREMENTS

Any students planning to enroll in Division I or Division II colleges or universities should carefully review NCAA initial-eligibility requirements. Information on core course requirements, MOHS approved courses, and registration information can be found at the NCAA Eligibility website.

STUDENT ACTIVITIES AND CLUBS

Clubs and other after school activities are a very important part of our extra-curricular program.

ACTIVITIES AND CLUBS

American Sign Language
Best Buddies
Business Honor Society
Communications Honor Society
Debate Team
DECA
FBLA
FIRST Robotics
Gay Straight Alliance
IDI Biology Club
International Student Organization
International Thespian Society
Key Club
Leo's Club
Marauder Madness
Marauder Monthly
Marching Band
MATE
Medical Club
Mock Trial
Model UN
Mu Theta Alpha Math Honor Society
National Art Society
National English Society
National Honor Society
Rho Kappa Social Studies Honor Society
Rock and Roll Academy
Students Against Violence Everywhere
Science League
Science National Honor Society
Special Olympics
Student Council
Tri-M Honor Society
Unified Sports
Winter Guard
Winter Percussion
World Language Honor Society
Yearbook

ELIGIBILITY FOR ACTIVITIES/CLUBS

A very important part of our total school program is our clubs and activities. The Mount Olive Township School District has made provisions to provide opportunities for students to participate in a multitude of extracurricular programs.

An important fact to keep in mind is that to be eligible to participate in clubs and activities, we must conform to state guidelines and rules established and enforced by our own Student Eligibility committee. The following are the requirements:

1. Pass 25% of the total credits required by the State for graduation during the previous school year (presently 30 credits).
2. At mid-year you must have 15 credits (passing grades for courses worth 30 credits).

All Participants will demonstrate good citizenship both within the school and especially when they represent Mount Olive High School. All students are encouraged to participate in one form or another in our total activity program. Any student signing in late to school or signing out early must follow regulations listed under the Attendance Procedures.

DISCIPLINE – STUDENT ACTIVITIES

The Administration reserves the right to prohibit any student who reaches Level One of Zero Tolerance, has excessive absences or lates to school, discipline issues or excessive discipline referrals from participating in all extra-curricular activities, including but not exclusive to Field Trips, Sports Events, Dances/Proms and Graduations.

Any student with a history of on-going discipline referrals may be excluded from participating in extra-curricular events. Furthermore, any student participating in an extra-curricular activity who does not follow or abide by the expectations of the event, will be removed from participating in the event.

STUDENT COUNCIL

The Student Council is the voice of the student body, and all the students are encouraged to participate in making both their ideas and criticisms known to their officers and representatives.

The Administration meets with the Student Council to discuss both problems and achievements of mutual concern. Although a student should feel free to approach a teacher, counselor or administrator at any time when they have a pressing problem, most general problems pertaining to the operation of the school, rules and regulations can be aired by utilizing the Student Council as the voice of the student body.

Elections for all officers, except freshman class officers, are held in May. Freshman class officers and class representatives are elected in September.

QUALIFICATIONS FOR STUDENT COUNCIL AND CLASS OFFICERS

Student Council and class officers will be elected in the spring of the previous school year. To run for an office one must:

- Carry at least a "C" Average.
- Have a personal record free of serious and/or frequent suspensions.
- Follow the established election rules.