Dear Students and Parents,

The Student/Parent Handbook is available online as a PDF for anyone that wishes to print portions of it. This Handbook is a compilation of rules, regulations and expectations that govern our school. When an expectation is not explicitly expressed within these pages we will abide by the tone and intent of these pages – and adjust the handbook for future years. This Handbook also provides you as well with a 2020-2021 school calendar; a list of clubs and athletic teams along with an explanation of graduation requirements and grading policies.

As we begin the year amidst Covid-19, the health and wellness of our school community is forefront on our minds. Modifications will be necessary when safety considerations may conflict with regulations. For example, social distancing concerns conflict with the huddling of students during a lock down drill. The last few pages of this handbook include an appendix listing adjustments for Remote Learning – as of publication.

We often discuss three important personal qualities with our students: Responsibility, Respect and Resilience. We practically take for granted that MHS students are attentive to achievement in academics, athletics and the arts. It is important, though, that this focus is not at the exclusion of the development of human qualities exemplified by the notion of the 3 (new) R’s -- not to be confused with Reading, ‘riting, & ’rithmetic!

The 3 R’s

Responsibility implies taking ownership of our own actions. Accept consequences and address their ramifications. Remember that forethought and planning go a long way in minimizing unpleasant results. We expect our students to take the initiative in ensuring proper behavior. Students are given many freedoms that can help them learn responsibility. Mistakes may happen but lessons must be learned. Do what you are supposed to do. Just: Do right!

Respect peers, teachers, family and self. Demonstration of your respect is critical for solidifying school as a community supportive of education and personal growth. People may misinterpret your intention but your actions provide a clear picture of your character. I’ve learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel” – Maya Angelou

Resilience in the face of adversity is necessary for handling the rollercoaster ride of life’s ups and downs. React to unpleasant events in a constructive fashion. Some people spend more time lamenting their fortunes than living in the present and preparing for the future. How you handle disappointment is a good indicator of the likelihood of future success.

Millburn prides itself on its academic reputation. Yet, not everything that is important can be measured. It is important to develop and nurture Responsibility, Respect and Resilience. This requires a concerted effort on the part of students, family and faculty. Your behavior influences your reputation and how others will treat you. Coaching great, John Wooden, once summarized that “success is the peace of mind in knowing you did your best to become the best you are capable of becoming.”

Best wishes for another happy and rewarding school year.
William Miron, Ed. D.
Principal
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ADMINISTRATION
All administrative services are coordinated from the Main Office. All matters pertaining to student attendance, pupil conduct, or the school rules and regulations are coordinated by the appropriate grade level administrator.

<table>
<thead>
<tr>
<th>MAIN OFFICE</th>
<th>(973) 564-7130</th>
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<tbody>
<tr>
<td>Dr. William Miron, Principal</td>
<td>Ext 10002</td>
</tr>
<tr>
<td>Dr. Robert Keenan, Vice- Principal 9th &amp; 11th Grade Administrator</td>
<td>Ext 10006</td>
</tr>
<tr>
<td>Ms. Anne Richardson, Vice- Principal 10th &amp; 12th Grade Administrator</td>
<td>Ext 10004</td>
</tr>
<tr>
<td>Teresa Blumstein</td>
<td>Secretary to Principal</td>
</tr>
<tr>
<td>Lorraine Errico</td>
<td>Secretary to Vice-Principal</td>
</tr>
<tr>
<td>Sue Priore</td>
<td>Secretary to Vice-Principal</td>
</tr>
<tr>
<td>Robin Finkelstein</td>
<td>Computer-Register</td>
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</tbody>
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GUIDANCE
The Guidance Center is located on the second floor above the Main Office. The center is staffed by seven counselors. Students and parents are urged to make use of available resources there and should feel free to consult any of the staff members.

PARENTS ARE REQUESTED TO CALL IN ADVANCE FOR ALL COUNSELOR APPOINTMENTS (Ext 10015, 10016, 10017)

GUIDANCE PERSONNEL
Head Counselor Nancy Siegel
Counselor Meghan Garland  Counselor John Langan
Counselor Connie Haggerty  Counselor Kaitlyn Reilly
Counselor Yesenia Hermann  Counselor Mary Clare Touma
Secretary Joan Cila
Secretary Laura Becker
Secretary Amy Laperruque

HOURS OF OPERATION
(REGULAR SCHOOL DAYS)
7:35 AM TO 3:05 PM
MONDAY – FRIDAY
GET HELP
Students requiring assistance can find help in a myriad of sources, also listed on-line.

1. Staff Members
   • Guidance Counselors
   • Case Managers including Psychologists
   • Student Assistance Counselor
   • Student Center
   • Nurse

2. Helplines
   • Suicide Prevention Lifeline: 1-800-273-8255 (TALK)
   • NJ Suicide Prevention Hopeline 1-855 654-6735
   • 2ndFloor for young adults to talk 24/7 1-888 222-2228
   • NEDA – eating disorders 1-800-931-2237
   • SAFE (Self Abuse Finally Ends) 1-800-356-8288
   • Text ANSWER to 839863
   • Teen Dating Abuse Helpline 1-866-331-8453

3. School Services (see a counselor or administrator)
   • Intervention & Referral Services (I&RS): serves students with academic, social emotional and/or behavioral concerns
   • 504 Accommodations: serves students with physical or mental impairments which substantially limits learning
   • Harassment, Intimidation and Bullying (HIB): includes written, verbal, or physical act including electronic communication
   • Affirmative Action: designed to eliminate unlawful discrimination

4. Academic Support (links on website)
   • PowerSchool
   • Naviance
   • Library Support
   • TurnItIn
   • Driver Ed laws

5. Anonymous
   a. See Something Say Something
      i. Anonymous: https://www.saysomething.net
      ii. Call 24/7 hotline 1-844-5-SAYNOW
      iii. Use Millburn App then Resources – Say Something
The MHS Honor Creed has been displayed in the main lobby of our high school since its opening in 1956. Some references may be dated but its message and values are timeless. The Honor Creed serves as a reminder and guide to students and staff.

**MHS HONOR CREED**

**Preamble**

Honor and personal integrity are my greatest assets. I myself can control the extent and quality of these traits. It is important to me now and in the future to be a member of a school whose record for high honor is outstanding. Only by constant and voluntary effort on my part can Milburn High School attain a position of unexcelled reputation which I seek.

In order to further my personal position as an individual of high honor and in order to make my school outstanding in every respect, I shall do my best to abide by the following creed and to cooperate with my fellow students and teachers in furthering this creed.

**Creed**

1. I will at all times treat my fellow students in the same manner I expect them to treat me, having full respect for their property and rights.

2. I will intelligently follow the leadership of all properly elected student officers and abide by such decisions as they have been empowered to make by the will of the majority.

3. I will respect the authority of my teachers. I will make a special effort to be helpful and cooperative at all times a substitute teacher is in charge, for I realize a substitute teacher is in fact my guest.

4. I will make every effort to protect my school property and maintain its appearance, for I appreciate the fact that my school is frequently judged by its appearance and the appearance of the surrounding grounds.

5. I will neither give help nor receive help from a fellow pupil during a test or examination. I will make sure that all work submitted as a part of a test or examination is honest in every respect.

6. I will do my best to do my own home work at all times, for I realize that homework is a means for me to learn. Any help I seek in accomplishing my school work assignment, will be for the purpose of increasing my understanding and will not include copying from another student’s work nor having anyone else do my work for me.

7. I will do my best at all times outside of school to act in such a manner that it can only bring honor to my home and school.
ACADEMIC INTEGRITY

Academic integrity is a fundamental value of any intellectual community, encompassing students, faculty and administration. The basic principles of academic integrity are honesty, trust, fairness, respect and responsibility.

Homework should represent a student’s own work. While it may be acceptable for students to ask each other for clarification, explanation and general guidance, the student submission is to reflect their own product.

Plagiarism violates the notions of academic integrity. Using the words and ideas of another person or source without proper credit and/or documentation is dishonest. Representing the ideas of others as your own is a violation of honor codes universally. Paraphrasing is not sufficient for a student to claim ownership: cite sources! Internet searches make it very easy for students to plagiarize but does not diminish the seriousness of the offense.

Likewise, other assignments such as essays or projects that are completed outside of class, in accordance to parameters set by the teacher, are always expected to be the work and creation of the student. Collaboration is only permitted under the explicit directions of the teacher. Students are advised to ask their teachers for details and elaboration of permissible support. Students will be held responsible for how a classmate might alter or revise shared essays and other work when ultimately submitting it as their own. Giving a completed assignment to a friend is not acceptable peer teaching: the student sharing the assignment has enabled cheating and has violated the principles of academic integrity.

Use of cell phones, tablets, watches and other electronic devices are prohibited during tests and other assessments unless specifically permitted by the teacher. Devices should be stored and silenced during the duration of the testing period. Violations may result in CHEATING CONSEQUENCES listed below and/or disciplinary measures (detentions, suspensions, community service).
CHEATING: CONSEQUENCES

***Prior to disciplinary action being taken, the teacher is responsible for confronting the student and providing reasonable proof of the student’s cheating.

In situations of an egregious infraction, the principal may issue consequences, including a suspension of 3 – 5 days, after consulting with other administrators and guidance counselors.

1st Offense:
- Student is to receive a zero for the written assignment or the test. However, the student will be offered an opportunity to raise the grade to at most 50% by rewriting the paper or by completing an alternate assignment – the choice is left to the teacher to decide. If the student chooses not to redo the paper or complete the alternate assignment, the grade stands as a zero. There are no opportunities for retakes on midterms or final exams.
- Communication from the teacher to parent/guardian.
- Student assigned central detention.

2nd Offense:
- When the teacher requests central detention, administration will notify the teacher that this is the student’s second cheating offense.
- Communication from the grade level administrator to the parent.
- Failing grade of zero on the test or paper that prompted the cheating violation.
- Three Central Detentions.

3rd Offense:
- The administration will notify the teacher that this is a third time offender.
- Suspension: duration left to the administration’s discretion.
- A double-weighted failing grade of zero on the test or paper.
- Parent conference with administrator

4th Offense:
- Anything beyond the third offense is left to the administration’s discretion.

CHEATING: APPEALS

A student accused of cheating has the option of submitting an appeal to the administration in the form of a letter. This letter must be submitted no later than three days after being accused of cheating. It will be given to the grade level administrator and the principal to read and will then be included as documentation in the student’s record. The teacher involved will be notified if the punishment is dropped after the appeal is considered.
SAFETY AND DISCIPLINE
ATTENDANCE
Pupil attendance in all regularly scheduled classroom learning activities in each subject area is essential in order to receive the maximum benefits of the educational program. The learning process requires a continuity of instruction, classroom participation, and interaction as planned by the teacher. Regular attendance permits maximum individual achievement. Parental notes are required for students immediately after any absence from or tardiness to school. See Board of Ed Policies 5000–5900 found on-line for more info.

The attendance procedures and practices are presented below:

1. PARENT ENDORSED ABSENCES

A. Absences of 12 days in a course each semester (excluding school endorsed absences) of the school year may result in a loss of credit and the recording of the grade WA (Withdrawn Absent) unless an extension is granted upon appeal. A student so withdrawn will be assigned to a supervised study. Permission to select a replacement course will not be allowed. Parental endorsed absences from school including family vacations taken while school is in session require written parental permission in advance and are included in the total. Absences for state approved religious holidays and up to 2 verified college visits also require parental permission in advance but are not counted in the total. Parents will be contacted by mail on the 9th and 11th absence. The grade level administrator may request a conference with the parent prior to the student’s 11th absence. A subsequent absence will result in a withdrawal letter.

B. Students who are officially marked absent from school should not be on school grounds during that day. (Students wishing to obtain books must contact an administrator.)

C. Parents may contact the Guidance Department to obtain make up work. Students may check teacher syllabus or check online information.

D. Re-admit Notes. Students absent from school should have a parent/guardian contact the Attendance Office before 8:30 a.m. at (973) 564-7130 ext. 10006 in order to excuse the absence. Failure to do so may result in a disciplinary action. If the absence is anticipated the excuse may be written in a note. Those students will be marked “excused.” The Attendance Office will record all other absences as “unexcused” until a valid reason is provided. Students who are excused do not need a re-admit note from the office the next day. Students who are unexcused absent should report to the Attendance Office on the day they return to school with a note explaining their absence. Medical notes may be accepted as an excused absence after review of the Attendance Office provided the notes are handed in within 2 school days of the student’s return to school.

E. Teachers will submit a cut for any unexcused absence.
F. **Extended Absences.** Occasionally, students miss school for an extended period due to concussions, competitions, travel, family obligations and other extenuating circumstances. *Students missing school for the bulk of a semester may be mandated to disenroll from school for that period of time.*

   a. Students absent 6 weeks or more in a quarter may receive an NG (No Grade). Work missed in this quarter will not need to be completed for a grade. However, subsequent course and exam work may be dependent on this missed work. Final grades will be determined based on the grades in the other 3 quarters and any midterm and final exams. If students plan to make up missed work, they may receive an Incomplete (I) until that time.

   b. Students missing any class for less than 6 weeks are required to make up the work for a grade as determined by the teacher. Until missed work is completed, students receive an Incomplete (I). Students are to make up missed work within the same number of days as they were absent. After that date, teachers may assign an “F” (50) to work not completed.

   c. Students do not receive credit for a course with more than one “NG” for quarters and exams.

G. **Home Instruction.** Students absent beyond 10 consecutive school days are eligible for Home Instruction limited to the 5 major subjects. Students are entitled to 1 hour weekly per subject (2 hrs for Special Education).

   a. The nurse will secure the services of the Home Instructor.

   b. Teachers shall provide classroom materials to the student and home instructor.

   c. Materials and assignments should be collected for home instructor by Guidance.

   d. Teachers shall supply hard copies of assignments if necessary in case on-line is not adequately supported at home or the hospital (facility).

   e. Hospitalization may require further modifications as dictated by medical needs.

   f. The teacher of the student is responsible for creating the assignments, grading the work and determining Marking Period grades.

      i. Assignments and assessments are administered by the Home Instructor but graded by the teacher

      ii. Modifications of assessments may be medically necessary.

      iii. If the assessments are deemed not representative of student progress or if a student is receiving Home Instruction for more than 50% of a marking period, a “pass-fail” option shall be considered.

H. Absences during AP exams are discouraged. **Students taking morning AP exams should attend their classes after they eat lunch. Students taking afternoon AP exams should attend classes in the morning and have lunch before reporting to their tests.** If students decide to be absent they should bring a parental note excusing them from school beforehand. These students should inform teachers at this time so that lesson plans might be adjusted. These absences are counted as part of the 7 absences condoned in being excused from finals; however, final determination is left to the discretion of the teacher who may consider the nature of other absences and other factors.
2. **STUDENT APPEAL PROCESS**
   A. Upon the 12th absence, the parent may present the grade level administrator with a written request to appeal the withdrawal from class detailing the reasons for the absences and any extenuating circumstances.

   B. The administrator may then decide that the student:
      1) is withdrawn (WA) from the course and receives no credit +/- or
      2) is kept in the course and is permitted 3 more absences +/- or is to receive a lower grade up to one full grade (ex. C- -> D-) +/- or
      3) is required to pass the midterm or final in order to receive credit +/- or
      4) is required to complete existing, future, and additional assignments.

3. **CLASS CUTTING AND TRUANCY**
   A. On the first occasion each semester, the grade level administrator will contact parents and students will be assigned a first cut and three detentions. After the second cut, the student may be removed from class, given a grade of WC (Withdrawn Cutting), and assigned to a supervised study hall for the remainder of the semester unless an appeal similar to #2 above is granted.

   B. Students should not assume that the teacher/substitute will not appear for class if the teacher/substitute is not present. After ten minutes, a member of the class should inform the Main Office while the rest of the class remains in the room. Senior privilege does not excuse a student from any class with a substitute.

   C. “Senior Cut Day” is NOT school endorsed. Teachers are directed to include these cuts in deciding whether to excuse students from final exams. At times, parents write notes excusing students on this annual “cut day”; however, “parent endorsed absences” are not “school endorsed” (see N.J.S.A. 18:38 25-31).

   D. Tests, and other assessments, missed because students cut classes may result in a grade of a “0”
4. ATTENDANCE – PHYSICAL EDUCATION

A. Medical Excuses

1) A note from the parents will be required for excuses covering a period from one to two days. The note must be presented to the health or Physical Education teacher, and the student is expected to change and remain in the class. Days missed with a parent note count as one of the students’ allowed “non-participation” days for the marking period.

2) A doctor’s note will be required for excuses covering a period from 3-4 consecutive days. This note must be presented to the student’s health or physical education teacher and state diagnosis and specific dates of the excuse time.

3) A doctor’s note of 5 days or more must be presented to the school nurse. A medical form will need to be filled out by the student’s physician. The form will ask specifics on the medical excuse (i.e. diagnosis, restrictions, length of excuse). A student whose medical excuse covers more than half of a marking period will receive an “M” (medical) as their grade for that marking period and does not receive the 1.25 credits for the class. During a medical excuse, students are required to complete written coursework assigned by the teacher to receive credit for the course. All work will be graded and a grade of an “M” will be given if the student earns a non-failing grade on assignments; otherwise the student will receive an “F.”

4) On days that students are medically excused from Physical Education, participation in extracurricular activities is not permitted.

B. Attire for Physical Education Classes

1) Students must report to class with a suitable change of clothing including a pair of gym shoes. A lack of appropriate gym attire will affect grading.

C. Participation

1) Students must participate with proper attire a minimum of 28 days each marking period. Students excused through parental notes (See “A” above) will not receive credit for participation in class. Students who fail to meet this standard of 28 days may request make-up sessions at the convenience of the teacher.

2) Students with short term medical excuses (5 -20 days) will be given an assignment weekly by their teacher to complete. Long term medical students will be given a 9 week packet to complete by the end of the quarter to fulfill their P.E. requirements and, upon completion, receive an “M” (Medical) as a grade. If a student fails to make up work, the student will be scheduled for an additional P.E. class. Students scheduled for make-up courses may not utilize a long term medical to fulfill the minimum requirements (i.e. students scheduled for two classes Quarter 3 with a medical will defer the make-up class to Quarter 4): long term medical excuses cover only the regularly scheduled Physical Education classes.
D. Physical Education Option (PEO or Opt Out).
1) Students must have an “A” in the previous quarter of P.E. to be eligible for Opt Out.
2) If a student has failed P.E., they are not eligible for Opt Out until they have made up the quarter.
3) Students in grade 10-12 who are on a Millburn athletic team may choose to take a study hall in lieu of physical education (excluding Health classes) in order to obtain extra time for academic work. Grade 9 students do not have this option.
4) PEO is designed to enable students to meet existing academic demands; not to take an increasing challenging course load.
5) Those on a Fall team may opt out of PE during Quarter 1.
6) Winter team members may opt out of PE during Quarters 2 and 3 (until their sport is done).
7) Spring team members may opt out of PE during Quarter 3 approximately 2 weeks after the start of practice to allow finalization of rosters.
8) All students are to return to Phys Ed as soon as their participation in the sport concludes: failure to do so will result in absences.
9) Students opting out of PE will be assigned a study hall. Senior Privilege may not be invoked nor “guidance days” used.
10) Students will earn a Pass/Fail each quarter based primarily on their participation on the athletic team and attendance in Study Hall.
11) Attendance records from Study Hall transfer to the P.E. class upon return to P.E. from Opt Out.
12) Students who leave a team are to resume PE the next day.

E. Varsity Exemption (Gr 9)
1) Varsity exemption excuses freshman from physical education only on days of ‘varsity’ competition. Freshman will have an opportunity to do academic work in a study hall. This recognizes the extra time and commitment associated with varsity competition. Students must submit a note from their coach or the Athletic Director to their physical education instructor attesting to their varsity status. The note may be submitted for the entire team by the coach.
2) Mere participation does not qualify for PE exemption: in sports where all team members might attend competitions, or even compete, a distinction is made for those athletes who are potential ‘point scorers.’ Sub-varsity participants are not exempted from P.E. because they do not generally face the same level of demands associated with varsity competition. Indeed, Phys Ed opt-outs excludes Grade 9 students because we want freshman to experience the diverse offerings of our Physical Education curriculum and academic pressures tend to be less with this grade level.
3) All freshman on a Varsity roster must meet with the Athletic Director ahead of time to schedule Study Hall days on game days in lieu of PE.

5. HOME INSTRUCTION
A. After an absence of ten consecutive days from school, a request may be made by parents to the nurse to begin home instruction. This request must be accompanied by a note from a physician indicating the nature of the illness or injury and an estimate of the possible duration of the absence. The predicted extent of the absence must be greater than two weeks.
TARDINESS

Pupils who are late to school or class not only miss portions of the instructional program but also create disruption in the academic process for themselves and other pupils. A parent note does not automatically excuse a tardy; it acknowledges awareness of missed instruction.

Tardiness is excused for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 and, also, typically for:
A. A pupil’s illness
B. An emergency in the pupil’s family
C. A death in the pupil’s family although these reasons generally necessitate an absence for the full day.

Note: Tardiness may be excused for other extenuating reasons such as bus problems and inclement weather.

Students who arrive to school late under 15 minutes should report to their class (see Consequences below). Students who arrive to school late 15 minutes or more should report to the Attendance Office where they will get a re-admit note for class marked either Excused or Unexcused (compliant with the state statute.)
- A central detention will be assigned.
- An absence will be recorded.
- The grade level administrator retains the right to assign a cut.

Consequences for unexcused tardiness to class (periods 1 – 8)
- 1st offense: Warning issued by teacher
- 2nd offense: One teacher-assigned detention
- 3rd offense: One teacher-assigned detention (preferably of greater length)
- 4th offense: Name submitted to grade level administration: 1 central detention.
- 5th offense: Two central detentions. Senior privileges may be suspended

Cumulation of Tardies
Every 3 tardies, in each class, will count as an absence to be included as part of the 12 absences that may result in loss of credit. Note that on reports generated by PowerSchool these infractions show up as tardies, and not absences, despite affecting the count for 12 absences.

EXCUSE NOTES
No excuse notes for tardiness, absence or to leave school will be accepted with student signatures unless that student is 18 years old and living independently. No exceptions.
EARLY DISMISSAL
Students may not leave the school without administrative approval. Parents/guardians who would like a student dismissed early are to either:

A. send the student with a note that morning; or
B. come into the Attendance Office to sign out the student.
   - Lunch off campus is allowed only for seniors with privilege.
   - Underclassmen are not released during school unless signed out by a parent/guardian.
   - Notes after any unauthorized departure do not excuse the absence.
   - A student leaving school without permission shall be suspended (See below: Consequences).

MESSAGES
Students are not called to the phone except in cases of dire emergency. Parents are asked to remind students of out-of-school obligations and appointments beforehand as the school can not stop the learning process to deliver messages of a routine nature.

SECURITY MATTERS
Valuables
   Should not be brought to school.
   Any valuables should be locked up during Physical Education.

Main Entrance
   Enter and exit the building from the Main Entrance.
   Do not open exterior doors to allow any individuals into the building.

Restrooms
   Designed for specific purposes: do not loiter anywhere inside!
   Cell phone use is prohibited: no audio nor video recording!
   Restroom visits are not counseling sessions: use our professional staff!

Lunch
   Students are given much freedom.
   With freedom comes responsibility.

See Something, Say Something
   On-line at https://mhs.millburn.org/ under Students – Get Help Here!
   Use the Millburn App then Resources – Say Something
CODE OF CONDUCT: CONDUCT AND BEHAVIOR

Students are expected to behave in an orderly and non-disruptive manner and exhibit exemplary behavior at all times. Behavior disruptive to the academic environment will not be tolerated. All students should be safe within the province of the school and supported in their pursuit of an education.

Students should demonstrate Respect, Resiliency and Responsibility: Respect for their peers and teachers; Responsibility for their actions and Resiliency in the face of adversity. We advocate 3 D’s: Do Right; Discourage others from mistakes and Distance themselves when necessary.

Hurtful behavior is never acceptable. Unacceptable conduct may be verbal, written or physical. Students (and adults) are responsible for their actions especially as their conduct involves race, gender, ethnicity, disability, gender identification, sexual orientation or religion. Heightened sensitivity in these areas is always advisable.

Lack of malicious intent does not excuse actions; rather, the litmus test is whether the behavior is reasonably perceived as potentially hurtful. While it is not possible to enumerate everything inappropriate any such list includes choice of words, jokes, gestures, tone, or attire. Conduct does not need to be classified as HIB for it to be inappropriate. The Administration will react to any hurtful behavior with zero indifference (collective action to not tolerate name-calling and bullying).

Discipline may include, but is not limited to:

- admonishment;
- detentions;
- In-school suspension;
- out of school suspensions;
- reporting to the Superintendent;
- reporting to the police;
- counseling;
- psychological examination;
- restitution of property and
- expulsion.

The specific consequence is an administrative decision based upon the context and severity of the conduct while reviewing any past relevant history and applying general practices of graduated discipline.

It is strongly advised that students write down the circumstances and recollections of events particularly those that involve bullying, harassment or fighting. These incident reports are voluntary and should be given to the vice-principal who may determine that the actions are conflicts rather than bullying. In these cases, conflict mediation may be conducted by the grade level vice-principal. Bullying can take many forms and be physical, verbal, indirect or electronic.

The vice-principals are responsible for the resolution of discipline issues. Consequences are guided by this handbook and are not shared with other students or parents. Occasionally, an administrator may offer other options to suspension dependent upon supervisory availability and parental permission. Students who violate school rules in school or at school-related activities will face disciplinary actions subject to administrative review. Students may appeal decisions to the principal but must do so in writing detailing the basis and limits of their request.

While suspended, students may not participate in extracurricular activities. Senior privilege may be suspended for violating school rules and students assigned to study hall during unstructured time. Student participation in athletics and other extracurricular activities and parking privileges may be suspended as well for violations involving substance abuse or bullying (see Extracurricular Activities Policy).
DISCIPLINE

A positive school environment is based on a firm yet fair system of privilege and responsibility. At the classroom level, each teacher establishes a code of conduct to ensure a positive learning experience. In conjunction with the classroom disciplinary procedures, the following state laws provide general guidelines for disciplinary action concerning serious offenses:

**N.J.S.A. 18A:37-2 provides:** Conduct which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include, but not limited to, any of the following:
1. Continued and willful disobedience;
2. Open defiance of the authority of any teacher or person having authority over him/her;
3. Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils;
4. Physical assault upon another student (includes horseplay or impulsive acts that result in injury to other, intended or not);
5. Taking, or attempting to take, personal property or money from a pupil, or from his/her presence, by means of force or fear;
6. Willfully causing or attempting to cause substantial damage to school property;
7. Participation in an unauthorized occupancy by any group of pupils or other of any part of school or other building owned by any school district and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility;
8. Incitement which is intended to create, and does result in, unauthorized occupation by any group of pupils or other of any part of a school or other facility owned by any school district; and
9. Incitement which is intended to create, and does result in, truancy by other pupils.
10. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises: and
11. Harassment, intimidation,

**N.J.S.A.18A:37-2.1 provides** for the immediate suspension of any student who assaults a teacher or other school official.

**Students who commit specific types of offenses are required by law to be detained and brought before the Essex County court. These students will be taken into custody by the Millburn Township police and brought immediately to the Essex County youth house pending a court hearing.**

These offenses fall into the following categories:
- A. Any assault on school personnel
- B. Any aggravated assault upon anyone within the school building
- C. Any terrorist threat causing evacuation of the school building
- D. Any sexual assault
- E. Any false alarm
- F. Lewdness
- G. Any possession with the intent to distribute, or the distribution of, any narcotics
- H. Any possession of a firearm

In all cases, students will be suspended from school indefinitely and may face possible expulsion from school.

**Students who violate the school disciplinary code will lose all privileges for at least one marking period and may be removed from all extracurricular activities.**
HARASSMENT, INTIMIDATION, AND BULLYING
(the full BOE Policy 5512 is found on the District and high school websites)

Definition: Any gesture or written, verbal or physical act or any electronic communication that is reasonably perceived as being motivated by any actual or perceived distinguishing characteristic and has the effect of causing harm to the student or student’s property (or staff members) in a way that interferes with the orderly operation of school. HIB incidents are reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability. Such acts may take place on school property, at any school-sponsored function or off school grounds and could include the following:

A. Hazing: includes rituals that involve rights of passage (i.e. freshman entering the high school) and initiations (athletic teams, etc.). Students are coerced to participate in inappropriate activities they do not freely choose to do.

B. Initiations (and Hazing): including ceremonies, rituals, tests or general actions which a new member is asked to perform before full admission to a team or club are banned under HIB laws even though the intention of those conducting the initiations may very well not be malevolent. Keep in mind that those most embarrassed are typically those least likely to complain. Those embarrassed may mask their discomfort by smiling or laughing. Do not assume their response is an accurate measure of how they truly feel. The law is intended to prevent the possibility that even just one person might be emotionally scarred.

C. With regards to hazing, initiations and even teasing remember the 3 D’s: Do right; Discourage others and Distance yourself from those in the wrong. There are more positive ways to build team unity such as hosting team dinners or taking part in community service projects or conducting team workouts! Be supportive of each other! Initiations and hazing are 2 traditions that MHS will do without!

D. Intimidation: Coercing or pressuring a student to do something he or she would not freely choose to do.

E. Threats: Physically or verbally warning a student (or staff) you will harm his/her person or property (including a person’s reputation).

F. Harassment: Aggressive behavior including rejection, exclusion, teasing, mocking, making fun of someone’s appearance or actions, disrespect and name-calling. Physical harassment involves shoving, pushing, hitting, kicking, punching, and other physical assaults.

G. Cyber-bullying: inappropriate use of electronic devices including text messaging, IMing, emails, facebook postings, blogs, etc to intimidate, harass, threaten, malign, or bully a student or staff member. Cyber-bullying is not confined to school grounds or school hours of operation.
CONSEQUENCES OF MISBEHAVIOR

Bullying:
Students are encouraged and obligated to report any incidents of bullying to an administrator or other staff member. Consequences include:

- Admonishment
- Detention
- Referral to school Anti-Bullying Specialist
- 1 - 9 day suspension related to nature & severity of offense
- Referral to Police
- Referral to Superintendent of Schools
- Referral to Affirmative Action Officer
- Counseling and possible psychological examination
- Possible expulsion from school
- Restitution of property
- Loss of school activities including proms, graduation, etc.

Cell Phone, Apple Watch and other electronic devices: unauthorized use will result in admonishment and/or confiscation and/or detention and/or consequences of cheating

Dress Code Violation:
- 1st Offense: Admonishment and/or 1 Central Detention
- 2nd Offense: 1-3 Central Detentions
- 3rd Offense: 3 Central Detentions; Parent Conference; Possible suspension

Expressions of racial, ethnic, religious or gender bias:
- 1st Offense: 3-9 day suspension
  Referral to Superintendent of Schools
  Referral to Police
- 2nd Offense: Indefinite Suspension
  Referral to Superintendent of Schools
  Referral to Police
  Possible expulsion from school

Fighting may result in the following action for all parties:
- 1st Offense: 1-5 day suspension (pending investigation)
- 2nd Offense: 5-9 day suspension (pending investigation)

Forging notes:
- 1st Offense: 3 Central Detentions
- 2nd Offense: 3 Central Detentions, possible suspension

Gambling
- 1st Offense: Detention
- 2nd Offense: 1-3 day suspension
- 3rd Offense: 3-9 day suspension
  Referral to Police
  Referral to Superintendent of Schools
Insubordination directed at any staff member: will result in admonishment and/or detention and/or suspension

Intimidation or threats (physical or verbal) directed at staff member (or property)
- Case by case approach, depending on the severity of the incident
- 5 to 9 days suspension, restitution (if property), psychological examination, referral Superintendent of Schools, referral to police and possible expulsion

Leaving school grounds without permission:
- 1st Offense: 1 day suspension
- 2nd Offense: 2 days suspension

Loitering on School Property w/o supervision:
(Students do not belong in locker rooms unless scheduled in phys ed and under supervision)
- 1st Offense: 3 Central Detentions
- 2nd Offense: 3 Central Detentions, possible suspension

Pornography (Sexting or Posting/Accessing on Internet):
- 1st Offense: 3-5 day suspension
- 2nd Offense: 5-9 day suspension

Possessing, using or being under the influence of drugs, alcohol or other harmful substances on school property or during school sponsored activities (including e-cigarette and vaping):
- 1st Offense: 3-5 day suspension
  Referral for substance abuse assessment
  Referral for Superintendent of Schools
  Referral to Police
- 2nd Offense: 9 day suspension
  Referral for substance abuse assessment
  Referral for Superintendent of Schools
  Referral to Police

(Additional procedures governing substance involvement are delineated in the Millburn Township Public Schools Drug and Alcohol Policy)

Profanity (General):
- 1st Offense: Central Detention
- 2nd Offense: 1-3 day suspension

Profanity (directed at another student):
- 1st Offense: Central Detention
- 2nd Offense: 1-3 day suspension

Profanity (directed at professional staff):
- 1st Offense: 3-5 day suspension
- 2nd Offense: Suspension; possible removal from class
Security Breach (including allowing others to enter the building unauthorized): will result in admonishment and/or detention and/or suspension

Significant disruption of the learning process:
- 1st Offense: 1-5 day suspension
- 2nd Offense: 5-9 day suspension

Smoking and/or in the possession of tobacco products, including e-cigarette or vaping device (requiring a referral for a substance abuse assessment), on school grounds and/or other buildings:
- 1st Offense: 5 days detention and parent contact
- 2nd Offense: 1 day suspension and educational component

Vandalism/Theft/Graffiti:  
(includes electronic malevolence such as hacking/tampering other people’s work)
- 1st Offense: 3-9 day suspension  
  Restitution (if property)  
  Referral to Police  
  Referral to Superintendent of Schools
- 2nd Offense: 9 day suspension/possible expulsion  
  Restitution (if property)  
  Referral to Police  
  Referral to Superintendent of Schools

CONDUCT OF CENTRAL DETENTION
Detention is a consequence of inappropriate behavior. During detention students are to study quietly by themselves and not disrupt others. When possible, students are to sit in every other seat and every other row. School policies are to be enforced, especially:
- No talking
- No food
- No hats/bandannas, etc.
- No headphones, iPods, iPhones, cell phones
- No sharing of books, calculators or notes
- No leaving the room for bathroom or any non-emergencies

Note:
- Students removed from detention are assigned extra detentions +/-suspended
- Students removed 3x are suspended for “continued and willful disobedience”
- Students who miss detention without prior approval may be assigned additional detentions or suspended for one day
DRESS CODE

Students are expected to be clean and well-groomed in appearance. Board of Education Policy #5511 states that “students may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual student or to others; materially interfere with school work, or disrupt the educational program; cause excessive wear or damage to school property; or prevent the individual student from achieving his or her own educational objectives because of blocked vision or restricted movement.” *Surgical masks are permitted (and, at times, mandated) that do not violate any principles below.*

The following garments/articles are prohibited in school and at school-sponsored events:

A. Bare midriffs, pants revealing undergarments, transparent clothes and other suggestive clothing  
B. Extremely low cut (above mid-thigh) skirts, dresses or shorts;  
C. Tube or tank tops;  
D. Hats, headbands or bandannas other than for religious or medical reasons – in which case documentation may be requested (students may be asked to forfeit the item to be turned over to security and picked up after school);  
E. Outside jackets/coats except when entering or leaving the building;  
F. Clothing, patches, decorations which contain profane, obscene, offensive and inappropriate language, references to alcohol, sex, or drugs; or demeaning references to specific gender, ethnic, racial, or religious groups  
G. Bare feet, unsafe footwear, cleated shoes, and footwear intended for the beach;  
H. Undershirts worn without an outer shirt or which shows through outer clothing. No underwear should be displayed;  
I. No sleepwear (pajamas, slippers, etc other than on special dress days  
J. Non-prescription sunglasses or glazed/tinted glasses, except as medically prescribed by the student’s doctor;  
K. Clothing indicating gang or cult membership;  
L. Excessively loose clothing (jeans or pants) which could pose a hazard to students in the stairwells;  
M. Face painting is not permitted other than eye black on special dress days

- Violations of the dress code will be reported to the administration who will interpret and apply the regulations.  
- Pupils who publicly represent the school or a school organization at an activity away from this district are required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Pupils unwilling to comply with this requirement are disqualified from participation.  
- Pupils will not be permitted to attend a school-related function such as a field-trip, school dance, after-school activity unless that are attired and groomed in accordance with this dress code. The principal may waive application of the dress code on a day especially scheduled for pupil’s free expression in dress and grooming.  
- Students who violate this code will be sent home to remove the article of clothing (or given acceptable attire) and will be assigned to central detention. Continued violation of the code will result in suspension from school.  
- A pupil whose dress or grooming has been found by the principal to violate this regulation may appeal the principal’s determination to the Superintendent, whose decision will be final.
SUBSTANCE ABUSE
A student’s abuse of harmful substances impedes that student’s education and threatens the welfare of the entire school community (BOE Policy 5530). Staff members are obligated to report any student to administration who appears to be currently under the influence of alcohol or other drugs. An immediate medical examination that includes a urine screening must be conducted within a two-hour window. Students will be allowed to return to school upon clearance by a physician until a positive determination of alcohol or other drug use is received. Refusal/failure of a student to undergo an examination will be treated as a positive test result. A positive test will result in discipline as well as Core Team referral.

Dogs may be brought into the high school up to three times per year in order to detect illegal substances including marijuana, cocaine, heroin, and ecstasy. We hope that the occasional use of dogs will discourage students from bringing illegal substances into school while promoting a safe environment conducive to learning. The dignity and privacy of our students will be maintained. Students will be asked to remain in classrooms while the dogs search lockers and cars. The dogs will not sniff, nor have direct contact with students. Students in randomly selected classes may be asked to leave the room and keep their backpacks behind for inspection. In case a dog indicates a locker, car or backpack an administrator may inspect further before speaking to the student owner.

Breathalyzers: the use of a passive breath alcohol sensor device (PBASD) is authorized under Board Policy 5535. Whenever concern exists about the possible presence of alcohol at a school event, students may be randomly chosen to be tested for alcohol use with a breathalyzer. Situations which warrant the use of a breathalyzer include, but are not limited to, athletic events, school dances, proms, field trips, theater productions and assemblies.

HALLWAYS
Students are not to be in the hallways when classes are in session. Students who have privileges must choose an area (library, cafeteria, etc.) and remain there for the duration of the period. If necessary, teachers may excuse only one student at a time during class.

SMOKING
The use of tobacco products including e-cigarettes or vaping is prohibited on Board of Education property and at all school events on and off campus. Furthermore, pipes, e-cigarette, and/or vaping devices, are considered drug paraphernalia and generate suspicion that students may be under the influence warranting an immediate medical examination (see Substance Abuse).
SURVEILLANCE CAMERAS
The school will employ surveillance cameras as necessary to enhance the safety and security for school district staff, pupils, community members, and other building occupants and to protect the school district’s buildings and grounds.

Camera locations are not provided. However, potential locations include hallways, classrooms, entranceways and exits, parking lot and other outside building perimeter, along with offices. Cameras will not be placed in locker rooms nor lavatories. The use of cameras discourages improper behavior while providing a record of selected events. The contents of the surveillance system may be treated like other evidence in disciplinary proceedings. To protect the rights of students (FERPA law), surveillance footage is only viewable by staff members of Millburn High School.

SEXUAL HARASSMENT
The Millburn Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils or third parties. A copy of the board policy and administrative regulations are available on-line under the District webpage.

ADMINISTERING MEDICATION
All medications should be administered by the school nurse, by the parent/guardian or by the pupil himself/herself where the parent/guardian so permits and the school nurse is present. In emergency situations, students may be permitted to self-administer medication(s) when the nurse or parent/guardian is not present, provided a physician authorizes such self-administration and certifies that the student is capable of self-administration and the parent/guardian releases the school district of any and all liability. Self-administration of medication shall also apply to students who participate in any off-site or after school activity under the same conditions. Self-administrations of medication shall be limited to use of inhalers or epinephrine auto-injector and requires the following form(s) to be filled out:

A. Self-Administration of Medication Form
B. Emergency Administration of Epinephrine Form
C. Asthma Medical Form

504 COMPLIANCE
All appeals of decisions made by building based 504 Committees shall be made to the 504 Compliance Officer: the Assistant Superintendent.

AFFIRMATIVE ACTION (GRIEVANCE PROCESS)
Any student who feels that he or she has been discouraged from taking a course or pursuing a career on the basis of race, color, creed, religion, sex, ancestry, national origin, place of residence, social, or economic background may present an appeal through the following channels:

A. To the Affirmative Action Officer (the Assistant Superintendent)
B. To the Superintendent of Schools
C. To the Board of Education
D. The appeal process as indicated in the provisions of Title VI and IX
AUTOMATED EXTERNAL DEFIBRILLATOR
Beginning September 2014, as a result of Janet’s Law, schools must have an automated external defibrillator (AED) on school property in an unlocked location that is properly identified. The AED must be accessible and within reasonable proximity during the school day as well as during school sponsored events. Furthermore, schools must have at least five school employees who have certifications in cardio-pulmonary resuscitation and the use of a defibrillator.

IMMUNIZATION
State regulations require that students be currently immunized. Failure to comply will result in suspension from school.

CONCUSSIONS AND MORE
Students may encounter extraordinary circumstances that make it difficult to fulfill all academic responsibilities. Medical issues such as concussions, long-term illnesses and/or personal issues may hinder learning. These students may receive temporarily reduced workloads but have to make up work at a future time. Exams may be postponed, but not excused. Parents must provide weekly medical documentation updates in order for accommodations to continue. The nurse will communicate with faculty regarding appropriate modifications. Adjustments to testing, grading, attendance, homework and the school environment may prove effective support. Teachers will be vigilant in providing the student with any necessary support regardless of visible appearances.

EMERGENCY PROCEDURES & FIRE DRILLS
The Millburn Fire Department and the high school administration will conduct fire drills, lockdowns and other emergency procedures each month. Students must leave the building during exit drills in a quiet and orderly fashion as quickly as possible through the designated fire door.

LOST AND FOUND
A lost and found area for valuables and lost books is maintained in the Main Office. It is critical that students not bring large amounts of money or other valuables to school. Clothing and other personal items that remain in the lost and found by July 1 each year will be donated.

SNOW EMERGENCY
Homes should receive an automated phone call(s) from the District. The news is posted on the Millburn web site as well. Parents or students should not call either the local police or fire department for this prevents them from handling emergencies.

In the event of a delayed opening of school, classes and bus schedules will start exactly two hours later than normal. Parents will be notified through the PTO phoning system or the Notify Quick System. Parents and students may also check www.millburn.org.
STUDENT LIFE
STUDENT RESPONSIBILITY

Rules and regulations have been established to ensure an orderly academic environment in our school and designed to assist students in meeting their responsibilities and obligations. Students are expected to adhere to all school regulations and to treat all school personnel with utmost respect.

The following are excerpts from the state handbook on students’ rights and responsibilities.

You have the right and responsibility to live by the rule of law and to equal protection under the law, in school as the larger society. It is your responsibility to obey school regulations and the school authorities who enforce them. This responsibility extends to your conduct to and from school as well the building itself. New Jersey requires you to show respect for the flag of the United States of America. If you are conscientiously opposed to the pledge or the salute, you may abstain from these ceremonies, but you are required by law to be respectful.

Under the Constitution all citizens are protected from unreasonable searches and seizures; however, this does not mean that you are legally protected from search and seizure of any materials in your locker, which is school property.

CAFETERIA- LUNCH

Food is permitted only in the cafeteria and designated areas. After finishing lunch, students are to discard all refuse in the trash.

Other important rules governing behavior in the cafeteria are:
1. Students are responsible for disposal of waste and return of any trays and utensils.
2. Students are allowed to eat only in the cafeteria or locations with supervision and permission!
3. Students are expected to be respectful and polite at all times.
4. Students should recycle.
5. Students are not permitted to purchase food from 7:40-7:50 am or during class or homeroom.
6. Delivery of lunches to students from restaurants, delicatessens, etc. is not permitted.

DANCES

During the course of the year, various school organizations sponsor dances to be held in the high school. During the school year, we will hold a Junior Dance and a Senior Prom. Other dances may be scheduled with approval of the Administration. Guests are permitted to attend the Junior Dance and/or the Senior Prom with prior administration approval. All substance abuse rules are in effect and students who dress and/or dance in a suggestive or provocative manner will be asked to leave. A dress code for dances will be more demanding than our general dress code.
TEXTBOOKS, DESKS, & LOCKERS

All textbooks are loaned to students and are the property of the Board of Education.

A. Textbooks and Desks: Students are expected to care for texts and desks in a reasonable manner. Students who abuse these will be fined.

B. Lockers: Students are assigned a hall and a gym locker. Lockers must be locked at all times. Students should not share their locker combinations. Lockers are school property and the administration reserves the right to conduct periodic inspections. Students should not put any other lock on their lockers. In addition, students are advised not to place valuables in lockers.

CLASS OFFICER ELECTIONS

To be eligible for class officer, candidates must adhere to all rules and intent set forth by class advisors. In order to discourage inappropriate comments posted, individual campaigning on social media is banned. A Web page devoted to campaigns may be moderated with videos of limited length permitted.

LIBRARY

The library is in a separate building located directly behind the main building. It is equipped with a copy machine, a reader-printer for microfilm, scanners, desktop computers and laptop carts. The library is open all day except when designated for specific classroom use as indicated by signs on the door. The collection includes a wide variety of books and over 100 magazine titles, scholarly databases and an extensive eBook collection.

The library is a dynamic learning hub for the students’ academic life where students engage in independent research activities before school, after school, during lunch periods, study halls and drop days. The librarian collaborates with content classes to provide a rich inquiry learning environment to prepare our students for the rigors of college. The library is also a place where individuals or student teams can meet to study, collaborate on a project or get help with questions. Students without Senior Privilege must obtain a library pass before school in order to use the library during the day.

We ask that students show respect for the no eats/drinks policy and other general school behavior policies. Students who violate these rules will be asked to leave. Those students who habitually violate rules will face further disciplinary actions including revocation of library privileges.

PICTURES / POSTERS / PUBLICATIONS

The school reserves the right to determine the appropriateness of all pictures used in school publications including but not limited to the newspaper and yearbook. In all cases, official portraits for the yearbook will be taken by the official yearbook photographer in a formal setting. Students may not submit their own yearbook portrait. A special section of the yearbook will include pictures submitted by readers.

All posters and any other information posted in the school must be approved by the Principal and must be placed on the bulletin boards outside the main office or the guidance area.

All “school sponsored” and “independent” publications must adhere to all stipulations in BOE Policy #5721. The time and place of distribution will be determined by the principal.
PROPERTY: ELECTRONIC DEVICES
Chromebook 1 to 1 Initiative: Chromebooks are issued to Grades 9 - 11 students to support our academic environment. The devices are maintained by the Millburn Technology Department who control network access and address a myriad of concerns including personal information, spams, appropriate e-mail use, HIB and hacking. The Chromebooks are intended to facilitate learning and will be utilized differently in our various courses. Some uses include: note taking, video/audio recording, google searches, distribution of articles/worksheets, sharing documents for analysis/editing, viewing videos, and administration of tests, quizzes and other assignments.

Students who receive a Chromebook are responsible for its physical condition as well as its use. Devices must be protected from thefts, food spills, and inadvertent or other physical damage. Students and parents should read the Acceptable Use Policy which governs internet access and includes many of our expectations. Teachers will share their own classroom expectations for device utilization. Recording other people without their explicit consent is always prohibited. Computer devices do not change the standards for academic integrity.

Cell phones, SmartPhones, iPads, tablets, laptops and other electronic devices (EDs) may be brought to school with qualifications. See Board Policy 2361 for Acceptable Use of Technology.

- No EDs may be used during class time without explicit permission of the teacher.
- Substitutes may not grant such permission.
- EDs may be used in the cafeteria during lunch or study halls (except for PE Opt Out).
- No use of audio features (phones, iPods…) is permitted in hallways during school.
- No pictures are to be taken of students/staff without permission.
- Any audio/video recording of students/staff is prohibited without explicit consent.
- Cell phone use in locker rooms is forbidden.
- During tests/assessments use of EDs is prohibited without permission.
- Any unauthorized use of EDs during tests/assessments violates our honor code.
- The school and staff are not responsible for thefts or broken phone.
- Students are responsible for charging or fixing their own personal ED’s.

Misuse of Electronic Devices
Faculty may admonish violators or issue a teacher detention or refer violators to a security officer. Depending upon the severity or frequency of the violation an administrator may:

- confiscate the electronic device until the end of the school day.
- upon a repeated infraction, the device may be returned to the custody of a parent.
- subsequent infractions may result in a 1 day suspension.

Email Accounts
Student email accounts provided by the Millburn Township School District are district property and therefore may be accessed by school personnel.

PROPERTY: PERSONAL BELONGINGS
Personal belongings not academic in nature or use belong in lockers during the school day. This includes, but is not restricted to, such items as athletic equipment, skateboards and frisbees. Under no circumstances should students should never distract from learning or disrupt the academic environment of the school.
RECYCLING
All students are expected to recycle glass, paper, plastic and aluminum.

STUDY HALL
All Freshmen, Sophomores, and Juniors who have unstructured time in their schedules will be assigned to a study hall for the year.

SUBSTITUTE TEACHERS
Substitutes conduct class in accordance with the wishes of the teacher. Students should be cooperative, courteous and respectful. In the event that assignments are completed early, students are expected to find other activities to do that do not distract others from their work. Substitutes should excuse students from the room one at a time. Senior privilege does not excuse students from classes covered by a substitute.

VISITATIONS
In order to maintain an appropriate academic environment, student visitors are not allowed. Exceptions (exchange students) may be made for a half day visitation. Adult visitors must sign in security or the main office and obtain an identification pass.

Visitors may only enter through the front doors of the school. No one should allow individuals into the school building from any entrance.

VOLUNTEERISM
We encourage a sense of civic responsibility, community service and volunteerism. Seniors who have amassed 18 hours of philanthropy during the academic school year will be recognized in the Commencement Program. Hours must be documented as per volunteerism form found on website.
STUDENT PRIVILEGES

Senior Privilege
Campus privileges are afforded only to qualified seniors who may leave school grounds during lunch and during unscheduled periods. Senior privilege does not excuse students from classes covered by a substitute. This privilege may be revoked for class cutting, habitual tardiness, incomplete Naviance requirements, failing grade in required courses, congregating in the parking lot and other disciplinary infractions. FRESHMEN, SOPHOMORES, AND JUNIORS MAY NOT LEAVE SCHOOL DURING THE SCHOOL DAY (7:45 A.M. - 2:37 P.M.). Students may not loiter in the parking lot, behind the stadium, by the fields, around the tennis courts or in any unsupervised area during the school day.

Driving and Parking
Great care should be exercised in driving on school grounds. Cars MUST be parked between the lines, and students may not take up two parking spaces. Parking on school grounds is a privilege and may be revoked at any time. All motor vehicle traffic is banned on the front drive from 2:00 p.m. - 2:45 p.m. to expedite the loading of buses. Parents wishing to pick up students must enter by the Ed Center and proceed right, along the drive adjacent to the parking lot. The following rules must be observed.

- Only approved Seniors may park on school grounds.
- Seniors may not park in faculty spaces or visitor spaces.
- No diagonal parking.
- No loitering in the parking lot.
- No parking in fire lanes, unlined spaces, or handicapped spaces. (Subject to MTPD ticketing.)
- Speed limit of 10mph.

Consequences include:
1. Loss of Senior privilege and other disciplinary action.
2. Underclassmen- Detention and other disciplinary action.

VOTER REGISTRATION
Students who reach the age of 18 prior to the next election are eligible to register to vote. They are urged to apply for registration in the Main Office.
### MILLBURN HIGH SCHOOL BELL SCHEDULES 2019-20

<table>
<thead>
<tr>
<th>Period</th>
<th>Regular Day</th>
<th>2 Hour Delay</th>
<th>Early Dismissal</th>
<th>Administrative Homeroom</th>
<th>Pep Rally Lunch after Per5</th>
<th>Pep Rally Lunch after Per5 With Admin Hr</th>
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Modified: 8/6/19
ACADEMIC LIFE
STUDENT RESPONSIBILITY

Millburn High School students are expected to act in a mature, responsible manner at all times. Part of the expectations includes communication with teachers about absences from tests/quizzes and not satisfying due dates for homework, projects and other assignments. On the first days of classes, students should confirm teachers’ expectations regarding missed tests and late assignments.

Students occasionally miss classes for a variety of reasons including arriving to school late, departing early or visiting a counselor. Absences from classes in these situations DO NOT absolve the student from handing in assignments or taking tests. For example, students might be expected to take a test before school or submit an assignment in teachers’ mailboxes. Communication with the teacher is critical prior to missing tests or not fulfilling a due date. Failure to make prior arrangements may result in a 10% deduction on tests or assignments.

Before deciding on whether a 10% deduction is warranted, a teacher will consider:
 a) Whether this failure was the first for the student;
 b) The teacher’s written expectations shared with the class;
 c) Whether this failure arose from cutting class or other disciplinable actions;
 d) Whether this failure might have been reasonably avoided

RETURNING TESTS

- Tests will be graded and returned to students as promptly as possible given factors such as the type of test, the calendar and student/teacher absences.
- It is up to the professional judgment of the teacher as to whether tests are permitted out of the classroom.
- Parents have the option of scheduling a meeting with teachers to discuss students’ classroom experiences and to view graded tests not permitted out of the classroom.

SUMMER SCHOOL

Summer school courses do not typically earn graduation credit, advanced standing or course exemption. The administration will grant credit for remedial courses. The grade received will be averaged with the grade earned during the school year; however, the final grade may not be higher than a “C”.

ART CREDIT

In rare and extenuating circumstances, students may be permitted by the principal, to take art credit through non-conventional options arising because the student is taking many AP courses and/or doubling up on world languages making it extremely difficult to schedule. The 3 options are:
 1) Sacrificing Senior Privilege for 1 semester;
 2) Independent Study; and
 3) Summer courses.
LEARNING EXPERIENCES / INTERNSHIPS

Millburn High School does not endorse students’ learning experiences outside the school district other than some instances involving special education students. Students are best served by completing all of their course work and graduation requirements within our own curriculum. Courses taken with tutors, private institutions or colleges are not endorsed. These outside courses may be taken only for enrichment purposes but do not serve as replacement for Millburn High School curriculum. Grades for courses and internships completed outside Millburn HS are not included in the computation of GPA.

Once enrolled at Millburn High School, credit for such courses might only be given with prior written approval from the administration in consultation with guidance and the department chair. When feasible, Millburn High School will administer departmental exams to the student for the purpose of gauging the learning experiences and limitations.

Millburn administration reserves the right to administer departmental exams to students for the purpose of course and level placement. Exams may be administered to students who have:

A. transferred into Millburn High School from other school systems;
B. been home schooled;
C. completed credit recovery courses pre-approved by MHS administration;
D. taken on-line courses pre-approved by MHS administration;
E. studied curriculum pre-approved by MHS administration.

In all of these examples, grades are not included in the computation of GPA. At times though, the course, institution and grades may be included on the student’s high school transcripts. Students who transfer into Millburn typically receive credit for courses from previous high schools attended and the school name and grades received will be included on Millburn transcripts. However, grades from other schools are not included in the computation of GPA.
INDEPENDENT STUDY
Some students may qualify for Independent Study (IS) during the school year in specific subject areas other than Physical Education. Typically, IS might be permitted for courses that students are not able to complete due to extremely extenuating circumstances. Upon consultation with the guidance counselor and Department Chair students might be granted permission by the Principal to pursue this course of study for a marking period, semester, or year.

A student requesting Independent Study must complete and submit to the Principal the Independent Study (IS) Form found on [insert page number]). The IS Form requests:
1) The teacher responsible for monitoring student progress,
2) Description of the work to be completed,
3) Justification to allow work outside the normal curriculum,
4) Criteria to be used for assessment.

After consultation with the guidance counselor and department chair, the administration might give approval and ultimately credit for the IS although the grades will not be included in the computation of GPA.

Students may elect courses that are not regularly offered in the Millburn High School curriculum and pay the fees, registration, and tuition directly to the sponsoring agency. If these courses are approved as an independent study as stipulated above, students may be awarded credits. The report of accomplished work would then be reflected upon the transcript, but grades do not count in class rank.

SENIOR FINAL EXAM EXEMPTIONS
To be exempt from any final exams in a course, seniors must:
A. Maintain a B- in AP and Acc courses or a C in CPA and CPB.
B. Receive grades of C or better for the 3rd and 4th marking period.
C. Be free of detention for disciplinary reasons.
D. Have no more than 7 total absences during the second semester (exclusive of religious holidays, school related activities, and up to 2 verified college visits.)
E. Have no more than 2 unexcused tardies and no more than 4 excused tardies.
F. Have no cuts.
G. The final decision for exemption is the prerogative of the classroom teacher. The teacher will notify students of exemptions by the last class prior to final exam.
H. Seniors who demonstrate little, or no, effort on the exam should receive a “0”, or whatever points they earn, for their exam to be averaged in with the quarter grades and midterm (if applicable).

MIDTERM AND FINAL EXAMS
Students are not permitted to take exams earlier than scheduled. Students must take all exams associated with courses. Any student unable to attend an exam must schedule a make up with their grade level administrator (vice-principal).

In rare cases students may be exempt from exams. Exemptions may be considers for long term (4 weeks) medical absences including hospitalization or death of parent or sibling. Students with concussions may postpone taking exams. Students chosen by administration to represent MHS at Boys State are exempt from Final Exams and their Final Grades will be calculated without that mark.
SENIOR PROJECTS
Senior projects provide graduating seniors with an opportunity to actively engage in the research process by examining an academic field of personal interest. Students are expected to submit a formal application, regular progress reports and their work will culminate in a presentation in June before peers, teachers, administrators and/or community members.

Seniors who carry seven courses and have earned senior privilege may be allowed to drop one course to devote one period to a project under the supervision of an assigned faculty member. No credit will be given for a full year course that has been dropped for a project. Indeed, it is anticipated that the vast majority of seniors will drop a semester elective if they drop any course at all.

Admission is selective: seniors must complete an application and interview with faculty. They are to provide: an explanation of their topic; objectives; implementation procedures; required materials and a description of their final presentation. Formal guidelines are given out in homeroom in early January and all proposals are due by February 1. Students will receive 2.5 credits and a grade for their completed project. Parental permission is required.

Colleges will be notified if a student is admitted to the program. If a student drops an elective, no further action is necessary. However, if a student drops a full year course and s/he has been admitted to college, the student must obtain approval from the college in order to drop the course and undertake the senior project.

Projects are not suited for everybody. Ambition and availability will naturally restrict the number of potential candidates. A commitment of time and effort is required to ensure that any particular Senior Project is a worthwhile experience.

STUDENT RECORDS
Parents (or students 18 years or older) are entitled to inspect the official or permanent school record. School authorities may determine the time and manner of the presentation of this information.

All student records, except for the final transcript, containing student social data, academic performance in all courses completed at MHS and all internal and external test scores will be expunged upon graduation. Parents and students over 18 are entitled to inspect all records prior to expunction. School authorities will determine the time and manner of presentation of this information.

DISCIPLINE RECORDS
The discipline records including suspensions and expulsions of students will not be shared with prospective colleges, employers or other outside groups unless the high school principal believes that such information is necessary for the safety and well being of the student or others. Discipline records of students are confidential information used to help track student history and progress. In order to provide our students with support and guidance, an individual incident may well warrant suspension from school and extracurricular activities yet may not indicate likely future transgressions and offer only a distorted view of the student.
REPORTING OF GPA

In lieu of class rank, a weighted grade point average (GPA), representing academic achievement in all courses, will be posted on each student’s permanent record. A transcript of this record will be sent to all colleges to which a student has made application. In addition, a school profile containing a weighted GPA distribution graph with decile ranges will be sent with each transcript. This graph will allow colleges to estimate a student’s relative position in class. Numerical class rank is not available to students, parents/guardians.

Should a college or scholarship service require a specific rank in class for admissions or financial reasons, the appropriate guidance counselor will submit the rank directly. Freshman year grades are not included in the weighted GPA distribution.

HIGH HONORS SPEAKERS

Seniors eligible for highest honors speakers shall be enrolled in the school district and shall have attended MHS for at least three semesters that regularly count as part of the GPA. Seniors with the highest grade point averages, above a 4.33, will be considered.

Seniors competing for highest honors shall be named co-highest honors recipients if they:
  • attain a grade of an “A” in all weighted courses and
  • are differentiated solely by either the number of AP/Acc courses taken and or when the courses were taken.

A random selection process will decide who is nominated by MHS for various awards.

EXTENDED ABSENCES

Details are found earlier in this handbook under Attendance (1-F)

a. Students absent 6 weeks or more in a quarter may receive an NG (No Grade).

b. Students missing less than 6 weeks are required to make up the work.

c. Students do not receive credit for a course with more than one “NG”.

REPORT CARDS

Report cards are available in PowerSchool in printer friendly format four times per year shortly after the dates that indicate the end of each marking period. Approximately halfway through each of the four marking periods, an interim progress report is available online indicating the approximate academic achievement of students.

GRADE REPORTING SCHEDULE (tentative for 2020-21):

<table>
<thead>
<tr>
<th></th>
<th>Progress Reports (Mid Quarter)</th>
<th>Report Cards (End-Marking Period)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>October 8</td>
<td>November 12</td>
</tr>
<tr>
<td>Second</td>
<td>December 17</td>
<td>January 29</td>
</tr>
<tr>
<td>Third</td>
<td>March 10</td>
<td>April 20</td>
</tr>
<tr>
<td>Fourth</td>
<td>May 20</td>
<td>June 23</td>
</tr>
</tbody>
</table>
TESTING

Most high school students will take one or more of the following tests: PSAT (Preliminary Scholastic Aptitude Test), ATP (Admission Testing Program), including the SAT I (Reasoning Test) and SAT II (Subject Tests), ACT (American College Test), AP (Advanced Placement) exams and the New Jersey Student Learning Assessments (NJSLA –formerly PARCC).

All juniors take the PSAT in the fall. This test, paid for by the Board of Education, is administered during school time and the qualifying test is used for National Merit Scholarship Program.

College bound juniors who take the PSAT in the fall should take the SAT I during the second semester. Subject tests should be taken immediately following the completion of the relevant coursework. The ACT is another college entrance test, measuring the areas of math, English, social studies and natural science.

The AP examinations are part of the Advanced Placement program. This exam must be taken by a student to receive weighted credits for the course although the results do not have to be reported to colleges. Some colleges award credits for a passing grade on the exam.

ADMISSIONS TESTING PROGRAM (SAT) 2020-21

<table>
<thead>
<tr>
<th>Tests Offered</th>
<th>Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 26, 2020</td>
<td>SAT I &amp; SAT II</td>
</tr>
<tr>
<td>October 3, 2020</td>
<td>SAT I &amp; SAT II</td>
</tr>
<tr>
<td>October 7, 2020</td>
<td>SAT I &amp; SAT II</td>
</tr>
<tr>
<td>December 5, 2020</td>
<td>SAT I &amp; SAT II</td>
</tr>
<tr>
<td>March 13, 2021</td>
<td>SAT I</td>
</tr>
<tr>
<td>May 8, 2021</td>
<td>SAT I &amp; SAT II</td>
</tr>
<tr>
<td>June 5, 2021</td>
<td>SAT I &amp; SAT II</td>
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</table>

TESTING DATES 2020-21

<table>
<thead>
<tr>
<th>Tests Offered</th>
<th>October 16</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSAT</td>
<td>October 16</td>
</tr>
<tr>
<td>Midterms Exams</td>
<td>January 21, 22, 25, 26 cancelled?</td>
</tr>
<tr>
<td>NJSLA (math then ELA)</td>
<td>May 13, 14, 19, 20 cancelled?</td>
</tr>
<tr>
<td>NJSLA Science</td>
<td>May 19, 20 cancelled?</td>
</tr>
<tr>
<td>AP Exams</td>
<td>May 3 - 7, 10 - 1514</td>
</tr>
<tr>
<td>Final Exams</td>
<td>June 17, 18, 21 cancelled?</td>
</tr>
</tbody>
</table>
The Charles T. King Student Loan Fund provides funds with a loan plan. The Boosters provide funds with an outright grant. Prior to applying to either or both of these organizations, students must try to obtain financial help from other groups such as colleges, unions, companies, and the State and National Government units offering student aid by using the free application for Federal Student Aid (FAFSA).

STEP 1: As soon as the FAFSA becomes available in the guidance office, students should complete and mail it so that they may become eligible for the different scholarship programs. Students should be certain to apply for special ones that meet their preferences. They should not make the above organizations recipients of the FAFSA until April 1 and then do so only if financial needs have not been met.

STEP 2: If students apply to the Charles T. King Student Loan Fund or for a Booster Grant, they should obtain a form from Guidance, complete it, and return it by April 15th to

Charles T. King Student Loan Fund
Qualifications Committee
P.O. Box 45
Short Hills, NJ 07078

The number 0616 should be used to designate a student’s desire to send the FAFSA to a local committee.

COURSE CATALOG

Please refer to the course catalog for details on the following information:

- Graduation Requirements
- Instructional Levels
- Advance Placement
- GPA Weighting
- Calculating GPA
- Grading System
- Final Grade Averaging
- Procedures to sign up for courses
- Course offerings and descriptions
<table>
<thead>
<tr>
<th>RESOURCE ROOM (14)</th>
<th>ENGLISH (19)</th>
<th>SOCIAL STUDIES (19)</th>
<th>MATHEMATICS (19)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pam Boccia</td>
<td>Sarah August</td>
<td>John Brus</td>
<td>Cheryl Becker</td>
</tr>
<tr>
<td>Kelly Brandt</td>
<td>Angela Burdes</td>
<td>Victoria Buxbaum</td>
<td>Julie Bernhardt</td>
</tr>
<tr>
<td>Carla Brown</td>
<td>Jessica Cain</td>
<td>Dr. Regina Conlon</td>
<td>Stephen Breslow</td>
</tr>
<tr>
<td>Jennifer Cicenia</td>
<td>Britanny Cavaliere</td>
<td>Eilise Creegan</td>
<td>Bogdan Cosma</td>
</tr>
<tr>
<td>Brenda Cistaro</td>
<td>Stefanie deWolfe</td>
<td>Brad Dzama</td>
<td>Nancy Daly</td>
</tr>
<tr>
<td>Susan Dewoski</td>
<td>Anna Gracey</td>
<td>Rachel Falco</td>
<td>Christopher Drechsel</td>
</tr>
<tr>
<td>Amanda Dilworth</td>
<td>Ellen Hayes</td>
<td>Dr. Christopher Feeley</td>
<td>David Farrell</td>
</tr>
<tr>
<td>Douglas Dxon</td>
<td>Dr. Minaz Jooma</td>
<td>Alexandra Gartenberg</td>
<td>Rebecca Fiorillo</td>
</tr>
<tr>
<td>Christine Finckenor</td>
<td>Jane Kade</td>
<td>Jonathan Grauer</td>
<td>Laura Gurt</td>
</tr>
<tr>
<td>Tracy Freitag</td>
<td>Ellen Krueger</td>
<td>Charles Links</td>
<td>Robin Herger</td>
</tr>
<tr>
<td>Jessica Landis</td>
<td>Shirley Lazar</td>
<td>Dr. Marc Lombardy</td>
<td>Jeffrey Kave</td>
</tr>
<tr>
<td>Amy Levy</td>
<td>Nane Lee</td>
<td>Jennifer Manis</td>
<td>Leigh Ann Murduca</td>
</tr>
<tr>
<td>Gene Lopes</td>
<td>Kelly Lormand</td>
<td>Garret Marron</td>
<td>Christine Piechnik</td>
</tr>
<tr>
<td>Bridgette Nevola</td>
<td>Christine Muckah</td>
<td>Michael Paul</td>
<td>Gabe Rhodes</td>
</tr>
<tr>
<td>CASE MANAGERS (4)</td>
<td>Jessica Siegel Dept Chair</td>
<td>Brian Raymond</td>
<td>Jill Ricci</td>
</tr>
<tr>
<td>Rose Aquavia – Social Worker</td>
<td>Zachary Silver</td>
<td>Scott Ruddy</td>
<td>Eric Schroeder</td>
</tr>
<tr>
<td>Michele Lee – LDTC</td>
<td>Suzanne Snyder</td>
<td>Sharon van Blijdestein</td>
<td>Jaime Stankus</td>
</tr>
<tr>
<td>Dawn Nowak - Psychologist</td>
<td>Ann McKay Thoroman</td>
<td>Gina Watts Dept Chair</td>
<td>Robert Starita Dept Chair</td>
</tr>
<tr>
<td>Suzanne Zimmermann-Psychologist</td>
<td>Sara Voorhees</td>
<td>Deborah Zitomer</td>
<td>Michelle Tzoor</td>
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<tr>
<th>SUPPORT SERVICES (6)</th>
<th>SCIENCE (17)</th>
<th>WORLD LANGUAGES (15)</th>
<th>RELATED ARTS (8)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life Skills: Michele Actielli</td>
<td>Susan Arrigoni (Dr.)</td>
<td>Deniz (Ekin) Atasagun</td>
<td>Arvin Arjona</td>
</tr>
<tr>
<td>TransCo: Roger Askins</td>
<td>James Bridgeeman</td>
<td>Viviana Canizales</td>
<td>Susan Bromirski</td>
</tr>
<tr>
<td>BSI: Brian Chapman</td>
<td>Melissa Clinton</td>
<td>Ingrid Dotegowski</td>
<td>Kathleen Harte Lead Tchr</td>
</tr>
<tr>
<td>StuAsstCo: Shannon Dalha</td>
<td>Gina Cocciaio Dept Chair</td>
<td>Frank Gontier Dept Chair</td>
<td>Jackie Hummer</td>
</tr>
<tr>
<td>Psychologist: Linda Randazza</td>
<td>Chris Cook</td>
<td>Julia Hill</td>
<td>Linda Kim</td>
</tr>
<tr>
<td>ELL: Caitlin Sullivan</td>
<td>Anna Croce</td>
<td>Hui-Mei King</td>
<td>Katherine Reilly</td>
</tr>
<tr>
<td>Monica deFalco</td>
<td>Anna Kleshelskaya</td>
<td>Hilton Seibert</td>
<td></td>
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<tr>
<th>PARAPROFESSIONALS (6)</th>
<th>VINOCE (16)</th>
<th>GUIDANCE STAFF (7)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Julia Chirls</td>
<td>Vincent Dionisio</td>
<td>Yenifer Kromka</td>
</tr>
<tr>
<td>Rosemary Holland</td>
<td>Sean Farrell</td>
<td>Susana Lopes-Glenn</td>
</tr>
<tr>
<td>Robert Kelly</td>
<td>Jessica Pumpra</td>
<td>Andrew Mauro</td>
</tr>
<tr>
<td>Josephine Lomack</td>
<td>Conrad Ramos</td>
<td>Kerby Perez</td>
</tr>
<tr>
<td>Mia McCants</td>
<td>Karen Rangrez</td>
<td>Giselle Price</td>
</tr>
<tr>
<td>Robert Smith</td>
<td>Michelle Rosenthal</td>
<td>Amii Spear</td>
</tr>
<tr>
<td>Christopher Schlip</td>
<td>Maria Vazquez</td>
<td>Kaitylyn Reilly</td>
</tr>
<tr>
<td>John Yi</td>
<td>Nancy Siegel HEAD</td>
<td></td>
</tr>
<tr>
<td>Dr. David Yurt</td>
<td>Mary Clare Touma</td>
<td></td>
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<table>
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<tr>
<th>TECHNOLOGY (2)</th>
<th>PHYSICAL EDUCATION (8)</th>
<th>MUSIC DEPARTMENT (4)</th>
<th>SECRETARIAL STAFF (8)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACILITATOR: Lisa Thummam</td>
<td>Mark Friedrich</td>
<td>Mindy Scheierman</td>
<td>Athletics: Charla Macaluso</td>
</tr>
<tr>
<td>GENERAL: John Catalano</td>
<td>Joe Kropa</td>
<td>Matt Spatz</td>
<td>Guidance: Laura Becker</td>
</tr>
<tr>
<td>Patrick Leonardis LEAD</td>
<td>Flora Yousefi</td>
<td>Guidance: Joan Cila</td>
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</tr>
<tr>
<td>MEDICAL (1)</td>
<td>Sarah Fallino</td>
<td>Rodrigo Vega</td>
<td>Guidance: Amy Laperraque</td>
</tr>
<tr>
<td>Leora Wiener</td>
<td>Samantha Parlavacchio</td>
<td>Jason Robinson</td>
<td>Principal: Teresa Blumstein</td>
</tr>
<tr>
<td>MEDIA SPECIALIST (1)</td>
<td>Karen Vitale</td>
<td>BUSINESS EDUCATION (2)</td>
<td>Vice-Princ: Lorraine Errico</td>
</tr>
<tr>
<td>LaDawna Harrington</td>
<td>William Wickenheisser</td>
<td>Tom Noto</td>
<td>Vice-Princ: Sue Priore</td>
</tr>
<tr>
<td>SECURITY (2)</td>
<td>Kim Chapman</td>
<td>ATHLETIC TRAINER (1)</td>
<td>HEAD CUSTODIANS (2)</td>
</tr>
<tr>
<td>Bernie Neuhauas</td>
<td>Gianni Nasonti</td>
<td>Michael Delapaz</td>
<td>Martin Moran &amp; Sergio Calixte</td>
</tr>
</tbody>
</table>

| Modified 8/12/20 |
ATHLETICS & EXTRACURRICULAR ACTIVITIES

ATHLETIC ELIGIBILITY

• The New Jersey State Board of Education regulations (Article V, Section 4E NSIAA Bylaws) for interscholastic athletics require minimum academic credits for athletic eligibility:
  • To be eligible for Semester 1 students (other than freshman) must have earned 30.0 credits during the previous year.
  • To be eligible for Semester 2 students must have earned 15.0 credits during the previous semester.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Students are encouraged to participate in extracurricular activities. Students who are not in school for a minimum of 4 periods both on days they are representing the school or on the day immediately preceding a weekend event MAY NOT represent the school in any extracurricular event.

Extracurricular activities include athletics, plays, drama productions and musical performances. They are defined as any activity sponsored or sanctioned by Millburn High School. Students who fail to maintain good standing as determined by the following criteria may be withdrawn from extracurricular activities by the administration:
  • Receive any grade lower than D.
  • Referral to the office for severe disciplinary reasons.
  • Tardiness to school/class more than 3x during any given marking period.
  • Absence from school/class more than 5x each marking period (except for long-term illnesses).

Varsity Letters – Interscholastic Extracurricular Activities (Board Policy 2431.8)

Students may be awarded varsity letters for participation “in any school-sponsored interscholastic extracurricular activity that includes competitions in which the student competes against students enrolled in schools outside of” Millburn. Coaches, aka advisors, of these activities would develop criteria for earning a varsity letter with the explicit approval of the Principal. These guidelines are to be shared with participants by the start of the competition season. Coaches should consider some, or all, or the following guidelines in determining the criteria for a letter:

  a) Participation in a minimum number of events;
  b) Seniors who have participated with the activity for multiple years
  c) Regular attendance at practices;
  d) Quality of participation;
  e) Recipients are members of the team in good standing throughout the year.
  f) Extenuating circumstances such as illness

ATHLETIC PROGRAM

Millburn High School operates an extensive athletic program:

<table>
<thead>
<tr>
<th>FALL SPORTS</th>
<th>WINTER SPORTS</th>
<th>SPRING SPORTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross Country (B &amp; G)</td>
<td>Basketball (B &amp; G)</td>
<td>Baseball (B)</td>
</tr>
<tr>
<td>Field Hockey (G)</td>
<td>Bowling (B)</td>
<td>Golf (B &amp; G)</td>
</tr>
<tr>
<td>Football (B)</td>
<td>Fencing (B &amp; G)</td>
<td>Lacrosse (B &amp; G)</td>
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<td>Soccer (B &amp; G)</td>
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<td>Tennis (G)</td>
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<tr>
<td>Volleyball (G)</td>
<td>Track (B &amp; G)</td>
<td>Track (B &amp; G)</td>
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<tr>
<td></td>
<td>Wrestling (B)</td>
<td>Volleyball (B)</td>
</tr>
<tr>
<td>Club/Facilitator</td>
<td>Contact Person</td>
<td></td>
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<tr>
<td>-----------------------------------------------</td>
<td>---------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Academic Quiz Bowl</strong></td>
<td>Frank Gontier</td>
<td></td>
</tr>
<tr>
<td><strong>Academic Quiz Bowl Asst.</strong></td>
<td>Meghan Garland</td>
<td></td>
</tr>
<tr>
<td><strong>Activities Coordinator: Calendar</strong></td>
<td>Teresa Blumstein</td>
<td></td>
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<tr>
<td><strong>African Am (United Cultural Liberty Assoc)</strong></td>
<td>Jess Cain</td>
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<tr>
<td><strong>Art Club</strong></td>
<td>Kathy Reilly</td>
<td></td>
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<tr>
<td><strong>Art History Club</strong></td>
<td>Gina Watts</td>
<td></td>
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<tr>
<td><strong>Astronomy Club</strong></td>
<td>James Reilly</td>
<td></td>
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<tr>
<td><strong>Band Activities</strong></td>
<td>Mindy Scheierman</td>
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<tr>
<td><strong>Band Activities Associate</strong></td>
<td>Matt Spatz</td>
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<tr>
<td><strong>Band Activities Asst.</strong></td>
<td>Greg Mulford</td>
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<tr>
<td><strong>Band Activities Asst.</strong></td>
<td>Jason Bloomquist</td>
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<tr>
<td><strong>Bibliophiles</strong></td>
<td>Jane Kade</td>
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<tr>
<td><strong>Business Matters (DECA)</strong></td>
<td>Monica Smallman</td>
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<tr>
<td><strong>Celtic Club</strong></td>
<td>Elise Creegan</td>
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<tr>
<td><strong>Celtic Club</strong></td>
<td>Chris Feeley</td>
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<tr>
<td><strong>Cheerleading Ass’t (fall)</strong></td>
<td>Karina Cortizo</td>
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<tr>
<td><strong>Cheerleading Head (fall)</strong></td>
<td>Jess Siegel</td>
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<tr>
<td><strong>Cheerleading Head (winter)</strong></td>
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<tr>
<td><strong>Chess Club</strong></td>
<td>Jane Kade</td>
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<tr>
<td><strong>ClubsforCauses (Opportunity Project)</strong></td>
<td>Ann McKay Thoroman</td>
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<td><strong>Commencement Coordinator</strong></td>
<td>Teresa Blumstein</td>
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<td><strong>Computer Club</strong></td>
<td>Hilton Seibert</td>
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<tr>
<td><strong>Dance Club</strong></td>
<td>Arvin Arjona</td>
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<tr>
<td><strong>Debate (Forensics) Team Asst.</strong></td>
<td>Roger Askins</td>
<td></td>
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<tr>
<td><strong>Debate (Forensics) Team Coach/Advisor</strong></td>
<td>Jordy Barry</td>
<td></td>
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<tr>
<td><strong>Debate (Forensics) Team Coach/Advisor</strong></td>
<td>TBD</td>
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<tr>
<td><strong>Debate (Forensics) Team Coordinator</strong></td>
<td>Maria Vazquez</td>
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<tr>
<td><strong>Drama Club</strong></td>
<td>Suzanne Snyder</td>
<td></td>
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<tr>
<td><strong>Drama Director Assistant</strong></td>
<td>Paul Weinstein</td>
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<tr>
<td><strong>Drama Director Assistant</strong></td>
<td>Angela Bardes</td>
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<tr>
<td><strong>Drama Director Assistant</strong></td>
<td>Jess Siegel</td>
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<tr>
<td><strong>Environmental Club</strong></td>
<td>Michelle Rosenthal</td>
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<tr>
<td><strong>Far East Asian Club</strong></td>
<td>Hui Mei King</td>
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<tr>
<td><strong>Feminist Club</strong></td>
<td>Deb Zitomer</td>
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<tr>
<td><strong>Foreign Exchange: French</strong></td>
<td>TBD</td>
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<tr>
<td><strong>Foreign Exchange: Spanish</strong></td>
<td>Maria Vazquez</td>
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<tr>
<td><strong>French Club</strong></td>
<td>Amii Spear</td>
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<tr>
<td><strong>Future Physicians &amp; Nurses</strong></td>
<td>Sue Arrigoni</td>
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<tr>
<td><strong>Gender &amp; Sexuality Alliance (GSA)</strong></td>
<td>Meghan Garland</td>
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<tr>
<td><strong>Grade 9 Advisor</strong></td>
<td>Gina Cocchiaro</td>
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<tr>
<td><strong>Grade 10 Advisor</strong></td>
<td>Regina Conlon</td>
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<tr>
<td><strong>Grade 11 Advisor</strong></td>
<td>Michelle Rosenthal</td>
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<tr>
<td><strong>Grade 12 Advisor</strong></td>
<td>Maria Vazquez</td>
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<tr>
<td><strong>Greenhouse Club</strong></td>
<td>Tina Vos</td>
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<tr>
<td><strong>Ice Skating Club</strong></td>
<td>TBD</td>
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<tr>
<td><strong>International Club (ELL)</strong></td>
<td>Caitlin Sullivan</td>
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<tr>
<td><strong>Italian Club</strong></td>
<td>Val Luppino</td>
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<tr>
<td><strong>Jewish Culture Club</strong></td>
<td>Cheryl Becker</td>
<td></td>
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<tr>
<td><strong>Key Club</strong></td>
<td>Bridgette Nevola</td>
<td></td>
</tr>
<tr>
<td><strong>Key Club Assistant</strong></td>
<td>Steve Breslow</td>
<td></td>
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<tr>
<td><strong>Latin Club</strong></td>
<td>Andrew Mauro</td>
<td></td>
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<tr>
<td><strong>Literary Magazine: Cellar Door</strong></td>
<td>Shirley Lazar</td>
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<tr>
<td><strong>Literary Magazine: French</strong></td>
<td>Amii Spear</td>
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<tr>
<td><strong>Literary Magazine: Spanish</strong></td>
<td>Anna Kleshelskaya</td>
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</tr>
<tr>
<td><strong>Literary Magazine: Word</strong></td>
<td>Minaz Jooma</td>
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</tbody>
</table>
Lunch Buddies
Roger Askins
Michele Acitelli
Jessica Purpura
Rebecca Fiorillo
TBD

Mock Trial
Jon Grauer

Model U.N. (Boston/Washington)
Mariel VanLandingham

Model U.N. (Princeton/New York)
Mariel VanLandingham

Musical Choreographer
TBD

Musical Director
TBD

Musical Orchestra Conductor
TBD

Musical Producer
Angela Bardes

P.A.I.R.S. Club
TBD

Peer Leaders
Robin Herger
Sue Dewoski

Princeton Model Congress
Regina Conlon
Val Luppino

Red Cross Club
Dave Farrell
Hilton Seibert
TBD

Robotics A

Robotics B

Robotics C

SADD ***Sponsored by Audi
Alex Gartenberg

SAT Supervisor (pending- Saturdays)
Jon Grauer

Science (League) Activities
Chris Schilp

Science Olympiad (Sci & Tech)
Conrad Ramos

Senior Projects
Nancy Siegel
Jess Siegel
Gina Watts
TBD
TBD
TBD
Minaz Jooma
Chris Feeley
Maria Vazquez
TBD

Student (Issues Club) Government
Nancy Siegel
Diane Minkow
Sue Dewoski
Gabe Rhodes
Nancy Siegel
Jess Siegel

Teen Mentoring

Television Production - Studio 462

The Miller (newspaper)

The Miller (newspaper)

Track (Spring) Assistant/Aide
Rachel Falco

Unified (Disabilities)
Roger Askins

Varsity Club
Pat Leonardis

Wildlife Conservation (PAW)
Cindy Parlavecchio
TBD

Yearbook (Millwheel)
Nancy Siegel
Maria Vazquez
EXTRACURRICULAR ACTIVITIES

Millburn High School students are expected to adhere to basic standards of conduct at all times. Participation in extracurricular activities is not a guaranteed right but a privilege and assumes additional responsibilities. Extracurricular activities (ECA) include athletics, concerts, plays, clubs and any other school sponsored event normally held outside the normal school hours.

In addition to the rules and regulations as detailed in Millburn Board of Education policy and the Millburn High School Handbook, student participation in athletics and other extracurricular activities is subject to suspension, expulsion and other disciplinary measures for violations throughout the school year (beginning with the first practice/meeting) involving:

1. Substance Abuse- Students are in violation of this policy for using, possessing, selling or distributing:
   A. tobacco (including, but not limited to, cigarette, cigar, pipe, chewing tobacco)
   B. alcohol, other illegal drugs and mind altering substances.
   Students identified by law enforcement to have used, possessed, distributed or been in constructive possession of illegal substances will be in violation of this policy and consequences will be applied without relation to criminal or juvenile proceedings or their respective outcomes.

2. Hazing, Bullying, Intimidation or Harassment
   Any written, verbal or physical act that is reasonably perceived as having the effect of causing harm to another student or student’s property can be construed as bullying. Such acts include, but are not limited to, hazing, initiation rituals, intimidation, threats, harassment and cyber-bullying.

3. General conduct in school related activities
   Other misconduct on the part of a student violate this policy if there is a nexus to the activity. A student suspended from school for any reason may not participate in extracurricular activities during the duration of the suspension. The New Jersey State Interscholastic Athletic Association mandates academic credit requirements for participants in interscholastic activities. Each coach/advisor in conjunction with their supervisor may establish guidelines for their own participants. Outstanding obligations for any equipment may result in suspensions as well.

CONSEQUENCES

- **First Violation**—Immediate suspension from ECA for 14 days and/or a minimum of 10% of the student’s scheduled contests.
- **Second Violation**—Immediate suspension from ECA for 28 days and/or a minimum of 50% of the student’s scheduled contests.
- **Third Violation**—Immediate suspension from ECA for one full calendar year.

Notes:

A. An outside evaluation for substance abuse is required for each Alcohol/Drug violation.
B. Violations of this policy may result in a loss of captainship/leadership position(s), varsity letter and other athletic recognition/awards at the discretion of the administration, coach and/or advisor.
C. Parking privileges may be revoked during the duration of the suspension.
D. Senior privilege may be revoked during the duration of the suspension.
E. Students may be eligible to practice during the last week of a suspension.
ALMA MATER

CONCERT BAND FILE ENTRY:
Alma Mater  Manuscript  #286  School Song  MILLBURN HIGH SCHOOL CONCERT BAND LIBRARY

To thee O Millburn High School,
All through our youthful years,
We’ll sing your praise and in our hearts
Send up triumphant cheers

For the strength, the spirit, and ideals
We found within your walls,
Will bind you closer to our hearts,
Dear ole Millburn High.

There’s a school we’ll long remember
In our fondest reverie,
Where teamwork, spirit is instilled
With strong integrity,
With a spirit that determines
The greatness of our school
We’ll do our best for MHS
Grand ole Millburn High.

From the 1962-63 Handbook
On To Victory And Honor
On to victory and honor,
Honor for our Millburn High School.
There is always strength and courage,
For Millburn High School’s colors fly.
Fight! Fight! Fight!
We’re here to help you in the conflict,
Helping you with courage, too;
So on to victory and honor
For the white and blue.

From the 1962-63 Handbook
WE’RE HERE TO CHEER
We’re here to cheer for Millburn,
Cheer for our boys.
Now all together, let us make some noise.
Against the teams of Millburn
Naught can prevail.
Three cheers for Millburn,
All others will fail.

Historical note in 1963: only boys sports!

From the 1962-63 Handbook
SHOUT MILLBURN’S BATTLE CRY
Shout Millburn’s battle cry,
Fight for her fame.
Shoulder her banner high.
Victory to claim, fight! fight! fight!
Cherish her heritage,
Conquer her foe.
Soon victory will be ours.
Let’s fight! Let’s go!

From the 1962-63 Handbook
MILLBURN WILL SHINE TODAY
Millburn will shine today,
Look at that score.
Millers give all you’ve got,
We want some more.
Millburn will shine today.
We’re on our way.
We’ve got the team, we’ve got the steam.
Let’s go today.
### CALENDAR 2020-21 TENTATIVE

#### AUGUST
- 27: 7:00 p.m. PTO Meetings
- 31: Guidance counselors report back
- Sept 1: Students new to the District – Auditorium???
- Sept 1 & 2: Staff Development & Gr 9 Open House @ 1:00 p.m.

#### SEPTEMBER
- 4: SAT Registration Deadline (for Oct 3 SAT)
- 7: Schools Closed - Labor Day
- 8 or 3: Classes Begin
- 11???: Fall Pep Rally (Virtual?)
- 17: 8:30 a.m. PTO Meeting - MHS cafeteria
- 24: 7:00 p.m. Back To School Night
- 25???: Senior Plant Sale (postponed)
- 26: SAT I & II – extra date
- 28: Schools Closed - Rosh Hashanah

#### OCTOBER
- 3: SAT I & II. Check email from 2/5/20 TAS@ets.org
- 7: SAT Registration Deadline (for Nov 7 SAT)
- 8: Progress Reports Q1 (23/43 days)
- 12: Early Dismissal - Staff Development
- 15: 8:30 a.m. PTO Meeting - MHS Cafeteria
- 16: PSAT/NMSQT (TBD)
- 22: 7:30 p.m. Accelerated Recital/Boosters Meeting
- 23???: PTTO Speaker (TBD)
- 29: College Night

#### NOVEMBER
- 3???: FTC Robotics Tournament (postponed)
- 5: SAT Registration Deadline (for Dec 5 SAT)
- 5 & 6: Schools Closed - NJEA Convention
- 7: SAT I & II
- 12: 8:30 a.m. PTO Meeting - MHS Cafeteria
- 15: Drama Production (virtual?)
- 23: A-B Testing: Social Studies/Math…..English/Science
- 26 & 27: Schools Closed - Thanksgiving Recess

#### DECEMBER
- 1???: Vex Tournament (postponed)
- 5: SAT I & II (Not held at Millburn)
- 11: Battle of the Classes & Winter Pep Rally (postponed)
- 17: Progress Reports Q2 (23/46 days)
- 17: 7:30 p.m. Chorus/Orchestra Concert
- 21 & 22: A-B Testing: English/Science…..Social Studies/Math
- 23: Early Dismissal
- 24-31: Schools Closed - Holiday Recess

#### JANUARY
- 1: Schools Closed
- 4: Classes Resume
- 7: HS/MS Administrative Scheduling Meeting
- 13: 7:30 p.m. Band Concert - Auditorium
- 14 & 15: A-B Testing: English/Math … Social Studies/Science
- 18: Schools Closed - Dr. Martin Luther King Day
- 21: 8:30 a.m. PTO Meeting - MHS Cafeteria
- 23: Dance Concert
- 26?: Vex Robotics Tournament (postponed)
- 27: End of Semester 1 – All Classes Meet (47 days long)
- 28: Second Semester Begins

#### FEBRUARY
- 9??: Vex Robotics Tournament (postponed)
- 12: SAT Registration Deadline (for Mar 13 SAT)
- 10-11: A-B Testing: Social Studies/Math …..English/Science
- 12 – 21: Schools Closed - Winter Recess (Feb 12 is PD)

#### MARCH
- 5 & 6 & 7: 7:30 p.m. Musical Production (Sunday@ 1:00 pm?)
- 10: Progress Reports Q3 (22/45 days)
- 11: Lunch & Period 5 - Accelerated Recital - Auditorium
- 10???: 7:00 p.m. Grade 8 Parents Orientation (Mar 11 Gr 8 @ MHS) TBD
- 11: 8:30 a.m. PTO Meeting - MHS Cafeteria
- 13???: Talent Show (tentative)
- 15: SAT I (Not held at Millburn)
- 17: Early Dismissal-Gr 8 Music Assembly & Scheduling
- 19???: 6:30 p.m. Youth Art Month exhibition TBD
- 25: 7:30 p.m. Pops Concert - Auditorium

#### APRIL
- 2: Schools Closed - Good Friday
- 7: 7:00 p.m. District Choral Concert
- 8: SAT Registration Deadline (for May 8 SAT)
- 13: Spring Pep Rally TBD
- 20: 3rd Marking Period Ends (45 days long)
- 21: 7:30 p.m. Accelerated Recital/Boosters Meeting
- 23: 7:00 p.m. World Language Cultural Night
- 30: 7:30 p.m. Film Fest hosted by Education Foundation
- 6 – 9: A-B Testing: Social Studies/Math …..English/Science
- 10 – 18: Schools Closed - Spring Recess

#### MAY
- 3 - 7: AP Exams
- 10 - 14: AP Exams
- 6: Teacher Appreciation Luncheon
- 8: SAT Registration Deadline (for June 5 SAT)
- 7 & 8: Dance Concert
- 13 & 14: NJSLA Math testing TBD
- 19 – 20: NJSLA ELA testing TBD
- 19 – 20: NJSLA Science (Gr 11 only) TBD
- 20: Progress Reports Q4 (22/45 days)
- 19 – 20: 7:30 p.m. Band Concert - Auditorium (4/20)
- 20: 8:30 a.m. PTO Meeting - MHS Cafeteria
- 27???: 6:00 p.m. AP Art Show - New Gym Virtual?
- 31: Schools Closed - Memorial Day

#### JUNE
- 1: 1:00 p.m.??? PTO Luncheon - MHS Cafeteria???
- 3: 7:30 p.m. Chorus/Orchestra Concert - Auditorium
- 4: 8:00 a.m. Academic Awards Assembly tentative
- 5: SAT I & II
- 9???: Science Research Symposium TBD
- 11 – 14: A-B Testing: Social Studies/Science … English/Math
- 17 – 21: Final Exams (See Studies - Science - Math)
- 17???: 12:15 p.m. Senior Yearbook Distribution & BBQ TBD
- 18: 6:30 p.m. AP Art Show - New Gym Virtual?
- 21-23: Early Dismissal
- 22: 12:15 p.m. Graduation Rehearsal 2:00 BBQ
- 23: Senior Prom (buses: 5:15)
- 22: 12:15 p.m. Graduation Rehearsal 2:00 BBQ
- 23: Last Day of School - End of Semester 2 (49 days long)
- 23: 11:00 a.m. GRADUATION

As of 8/12/20
APPENDIX: Adjustments for 2020-21 Remote Learning
At the time of publication (8/12/20)…..

School during 2020-21 is to be conducted as much as possible like other years. Expectations are essentially the same whether students are learning in the building or at home. Classes are shortened to 34 minutes during Hybrid while some students are in the classrooms and others are home following along via Google Meet. Classes are 40 minutes long whenever all students are home learning remotely (Virtual Wednesdays and if school closes and we are fully remote). In all cases, the Student/Parent Handbook rules and protocol are in place such as for Attendance policies and general conduct. This year, students will be graded and not assigned Pass/Fail. Classes will be conducted by teachers utilizing a variety of strategies and techniques often specific to the discipline. While the format of school has changed, expectations are much the same.

We begin September with a Hybrid Model where our student population is divided into two cohorts (A…L and M…Z). On “A” Days, Cohort A is in school & vice versa. *When Cohort A is physically in school, Cohort B joins classes through Google Meet. *When Cohort B is physically in school, Cohort A joins classes through Google Meet. *Students opting fully remote are part of the Hybrid & joins daily through Google Meet. *Class cameras will be focused on the teacher and board *Students using Google Meets should have video on; microphones off (mute) *Buddy system: “Who are you going to call…if your internet goes down?

<table>
<thead>
<tr>
<th>Period 1</th>
<th>Hybrid Schedule</th>
<th>Remote Schedule</th>
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<tbody>
<tr>
<td></td>
<td>8:00 – 8:36 (with Homeroom)</td>
<td>8:00 – 8:40</td>
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<tr>
<td>Period 2</td>
<td>8:40 – 9:14</td>
<td>8:45 – 9:25</td>
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<tr>
<td>Period 3</td>
<td>9:18 – 9:52</td>
<td>9:30 – 10:10</td>
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<tr>
<td>Period 5</td>
<td>10:34 – 11:08</td>
<td>11:30 – 12:10</td>
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<tr>
<td>Period 6</td>
<td>11:12 – 11:46</td>
<td>12:15 – 12:55</td>
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<tr>
<td>Period 7</td>
<td>11:50 – 12:24</td>
<td>1:00 – 1:40</td>
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<tr>
<td>Period 8</td>
<td>12:28 – 1:02</td>
<td>1:45 – 2:25</td>
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*During Hybrid, Wednesdays will be a Virtual - Remote Learning Day for all students. Follow the Remote Schedule above.

If we close school then we conduct all Virtual - Remote Learning.
Follow the Remote Schedule above.
During Hybrid

A. Start of school – Entrances
   1) Seniors please enter from the back in the Science Wing (Rm 127)
   2) Underclassman with Period 1 on 2nd Floor: use the Auditorium entrance
   3) All other students should enter by the Main Gym
   4) Go to Period 1 class

B. School Guests
   1) By appointment only
   2) Meetings should be done using Google Meets
   3) Medical emergencies: contact the Nurse or Main Office

C. Health Concerns
   1) Wear masks in school at all times.
   2) Staircases are designated either “Up” or “Down”
   3) Passing time remains at 4 minutes – perhaps adjusted at a later date
   4) Do not come to school if you have a fever, symptoms, or been in contact with anyone who has
   5) Fill out Covid-19 Health Form daily
   6) Water fountains are turned off; no lockers will be used
   7) Wash hands; keep distance

D. Classroom Protocol
   1) Doors will be left open to minimize contact & maximize ventilation
   2) Students may disinfect seats with supplies provided in classroom
   3) Seating 6’ apart; every other row; every other desk

E. Cafeteria
   1) No food is being served
   2) Space is still used for study halls
   3) Students should sit 6’ apart; 2 per table

F. Attendance Office – Main Office – Guidance Office
   1) Please call in notes for absences and excusals
   2) Respect distancing space of staff
   3) Meetings will be through Google Meets as much as practical

G. Google Meet Expectations
   1) Be punctual
   2) Video on; audio off (mute); utilize chats
   3) Dress code in effect
   4) Buddy system: “Who are you going to call…if your internet goes down?”

H. Miscellaneous
   1) Before school begins students may sit (apart) in the cafeteria starting 7:00
      a. After school: students may also wait in the cafeteria until 3:00
      b. Limited supervision will be provided